



ISAAC PITMAN SHORTHAND

NEW ERA EDITION

COMMERCIAL COURSE



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A BRIEF HISTORICAL SKETCH

IN 1837 Isaac Pitman published his first system of shorthand under the title of "Stenographic Sound Hand." After fifteen years of teaching, lecturing and studying, the system was perfected to such a degree that in 1852 it met every requirement of the high speed writer, as well as the needs of the ordinary business man. The extraordinary popularity it attained was well deserved, for it was by far the simplest and the most practicable system of shorthand writing that had ever been invented.

Isaac's three brothers co-operated with him in the spread of his system and Benn, in 1853, brought the invention of his brother to the United States. The "Manual of Phonography" edited by Benn Pitman appeared in 1855, and was shortly afterwards followed by the Andrew J. Graham, James E. Munson, and several other less commonly known adaptations. The deviations in these texts from the original Isaac Pitman system were so slight and so unimportant that to characterize them as "distinctive systems" is as misleading as it is unfair to the inventor of Pitmanic Shorthand.

During this period, Isaac Pitman Shorthand was undergoing a continued process of growth and development, and many improvements were incorporated in the principles. The phenomenal growth of the system throughout Great Britain spread to the United States and Canada, and, steadily forging to the front, it is to-day recognized as the universal system.

Distinguishing Features

What are the distinguishing features of this remarkable system that make it so practicable for all purposes and requirements?

1. An alphabet which provides a sign for every primary sound in the English language.

2. The geometric characters used to represent the consonant sounds lend themselves very readily to angular joinings. The superiority of such joinings for reading purpose has never been questioned. *Blends* are dispensed with, and so are the constant changes of hand direction occasioned by the writing of numerous curved signs taking opposite directions. Thus retardation of hand movement and illegibility of outline are minimized, while labyrinthian twists and turns are avoided.

3. A series of abbreviations, consisting of circles, hooks, loops, and other simple devices, is employed for the secondary representation of the more frequently recurring consonant sounds and natural combinations of consonant sounds in the language. By this means the amount of actual writing is reduced to the minimum, and every consonant sound in the word is represented. There is no need for recourse to the doubtful expedient of lopping off parts of words, at the writer's pleasure, when long words are to be represented.

4. Strict adherence to the phonetic structure of the language is closely followed. Words are not "butchered" to fit the needs of a faulty scheme of sound representation.

5. Word-signs, in the strict sense of the term, are so few as to be negligible in number. Stress is placed on a *rational* application of the *principles* of the system for the proper representation of words in shorthand, and not upon the

memorization of hundreds upon hundreds of *special* word-signs.

6. Position Writing. This is a simple and effective device that enhances the legibility of the outline and is highly prized by the fastest writers in the world as an invaluable aid.

7. Hand lifts are the exception and not the rule. Greater rapidity and ease of reading are the direct results.

In addition, several clearly defined and easily understood guiding principles of hand motion determine the formation of outlines. Similar guiding principles make the written outline easy to read. Every possible contingency is provided for ; nothing is left to chance.

It is this scientific development of the Isaac Pitman System, based on the phonetic structure and demands of the English language, that clothes it with a value always recognized and not to be found in so-called light-line, connective-vowel systems.

The System of Achievements

No other system of shorthand has produced so many high speed writers. Ever since its invention it has been the instrument for recording practically all public speaking in the English language. Pitman Shorthand is used by sixty-four of the sixty-seven reporters in the Mother of Parliaments, Westminster, England, and, with one exception, all the reporters at Ottawa write the Pitman system. Over 90 per cent of official reporters in the United States write Pitman Shorthand, and all the world conferences have been reported in Pitman Shorthand. In many cases, shorthand notes of the Parliamentary proceedings are collected from the reporters at frequent intervals and dictated by another person to the typists.

What One Pitman Writer, Mr. Nathan Behrin, has Accomplished :

February 2, 1911. Passed Civil Service Examination for Official Court Stenographer with 100 per cent rating. He wrote 200 words a minute for five minutes with absolute accuracy.

1911, 1912, 1913, and 1914. Won the title, "Champion Shorthand Writer of the World" in open contest four successive times, and retired from these contests.

December, 1919. Wrote for two minutes at 324 words a minute, with only two minor errors, in a contest held by the New York State Shorthand Reporters' Association. This was the first time that more than three hundred words a minute had been written and transcribed publicly.

December, 1920. Won New York State Championship, writing 240 words a minute for five minutes, with only one error ; 280 words a minute for five minutes, with only three errors.

August, 1922. Made a brilliant come-back in the International Contest, again winning the championship of the world. He broke all records at the championship speeds of 200, 240, and 280 words a minute (five minute tests at each speed). His average accuracy was 99.5 per cent, or 19 minor errors in 3,610 words: eclipsing his own record of 98.3 per cent, made in 1913 at the same speeds. His performance was all the more remarkable in view of the fact that he transcribed his notes in less than half the allotted time.

December, 1922. Won the New York State Championship at 250 and 300 words a minute, with 99.64 per cent accuracy. He also wrote at 350 words a minute for two minutes, making only two insignificant errors.

August, 1926. Tying with Solomon Powsner, another Isaac Pitman writer, established a new world's record in the National Shorthand Reporters' Association championship on literary copy at 220 words a minute with only two errors in five minutes' dictation.

TO THE STUDENT

You know full well that what is worth having is worth working for. Set yourself resolutely to the task you have begun, and you cannot fail. You are beginning the study of a subject that becomes more and more interesting and fascinating as you proceed. When you have acquired a mastery of Isaac Pitman Shorthand, you will possess a power by means of which untold numbers of young men and young women have won rapid and deserved promotion in all fields of endeavor. Everywhere you will find the successful business and professional man who made his start with shorthand. Prepare yourself thoroughly and diligently, and with the mastery of that art you will be ready for your march **ONWARD** and **UPWARD**.

Perseverance

Now and again you will meet with a problem which may appear more or less difficult. Make every effort to solve it yourself. If you are not successful, seek assistance. Your teacher will gladly give it to you. You will make your task more enjoyable, however, if you sweeten it with the pleasure and satisfaction of self-accomplishment. Under no circumstances should you pass on to a new point unless you understand clearly and thoroughly everything that has gone before.

Persevere in the early stages of your study, and soon you will have made a habit of the most important characteristic of the successful man or woman---*Perseverance*. Temper your perseverance with confidence. Develop a feeling of

assurance in your own ability. It will forestall many seeming difficulties.

Do each day's task cheerfully and intelligently, without a feeling of anxiety or hurry. Bear in mind the ultimate goal, and remember that it can be attained only as the mountain peaks are reached by the climber. Progress must be slow and your footing sure. In every successful achievement you will find that it has been made possible by a due regard to details. It is with that feature of your study of shorthand that you must be specially concerned. There are many little details, which, if properly attended to, make your task a simpler one.

The Reading Habit

Nothing will help you to make progress more rapidly than the reading of shorthand notes. It not only enriches your vocabulary, but also develops your ability to apply the principles of the theory to the making of shorthand outlines. The Isaac Pitman System of Shorthand is known the world over for its wealth of literature, far in excess of all other systems combined. You may practise the reading of engraved shorthand while you are studying the theory of the system. The following titles give you an idea of the variety that is offered: "Rip Van Winkle," "Legend of Sleepy Hollow," Dickens's "Christmas Carol," "Tales and Sketches" by Washington Irving, "Return of Sherlock Holmes," "Thankful Blossom"; and many other similar works. In addition, there are numerous reading books in commercial correspondence. PITMAN'S JOURNAL OF COMMERCIAL EDUCATION, a weekly publication, contains many pages of reading matter in each issue, aside from the many helpful suggestions given in other directions.

For the high speed aspirant, and for the ambitious shorthand student who seeks to enter the reporting field, there is also a wide choice of books, prepared especially for their needs. 'Business Letters for Dictation' and 'The Expert Dictator' are two of the most recent dictation texts, designed to assist the student to acquire speed in note-taking. Special contractions, phrases, and exercises are to be found in a series of 'Phrase Books and Guides' covering practically every sphere of commercial and professional activity. There is no requirement that cannot be supplied.

Remember that achievement challenges achievement. Resolve, persevere, and aim high. Your success must follow.

THE FUNDAMENTAL PRINCIPLES OF ISAAC PITMAN SHORTHAND

THE study of the theory of Isaac Pitman Shorthand takes on a more rational, and a more intensely interesting aspect, when the student understands the reasons for the various devices employed. These reasons stand out clearly when the devices or rules of the system are analyzed in the light of the fundamental principles underlying the system. These fundamental principles are invariably the determining factors in the choice of an outline form.

Not only for the student of the theory of the system, but also for the speed aspirant, a clear understanding and ready application of these fundamental principles make for rapid and intelligent progress.

These fundamental principles deal with the FORM, LEGIBILITY, and BREVITY of the outlines from the standpoint of—

(a) Ease in writing, and (b) Ease in reading. Every outline should be subjected to each of these two *tests*.

FORM and BREVITY deal with the shorthand outline from the viewpoint of *ease* and *speed* in the *writing* of it.

LEGIBILITY deals with the shorthand outline from the viewpoint of—*ease* in the *reading* of it.

Form

Form takes cognizance, therefore, of—

(a) Angularity—wherever possible make and show clearly sharp angles.

(b) Lineality—keep as close to the line of writing as possible.

(c) Forward Motion—prefer the forward motion of the hand to a backward motion.

(d) Similar or Continuous Motion—when joining strokes, keep the hand moving without a break, if possible. This avoids a change of direction and as a general rule gives a faster and better reading outline.

Legibility

LEGIBILITY deals with all the devices of the system which make for ease in the reading of an outline and requires a thorough understanding of—

(a) Balance or Symmetry—which means the preservation of the form of any consonant stroke so that its identity is not lost when joined to other strokes or modified by attachments, initial or final.

(b) Vocalization—which means the selection of that form of outline which can be vocalized to show all the vowel sounds heard in the word.

(c) Derivation—this principle takes note of the fact that derived forms of words should, wherever possible, be written like the primitives or the words from which they are derived.

(d) Vowel Indication—the presence or the absence of a vowel sound at a given place in the word is clearly indicated by the form of outline employed.

Brevity

BREVITY deals with the abbreviating devices employed in the system, and calls for the proper understanding of—

(a) Abbreviation—the various devices employed for

shortening the writing of an outline by means of Circles, Loops, and Hooks (small and large), and combinations of these, etc.

(b) Indication—the various means employed for indicating either a particular consonant sound, a group of consonant sounds, vowel sounds or words.

(c) Contractions—the various devices for representing long words. This includes all the word-signs, general and special, phrasing, omission of consonants in a few instances, etc.

As you study each device of the system, determine which of these fundamental principles prompted it.

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INTRODUCTION

PITMAN SHORTHAND has been briefly but accurately described as “the art of representing spoken sounds by characters.” What is the fundamental difference between shorthand characters and the letters in ordinary writing?


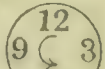
Ordinary longhand spelling is seldom phonetic; the English alphabet, consisting of twenty-six letters, cannot represent by distinct characters the thirty-six typical sounds of the language. Consequently, many of the letters are used to represent different sounds. *In Isaac Pitman Shorthand, however, a sign is provided for every sound in English, and words are written strictly according to sound.*

Two simple illustrations will demonstrate the difference between the ordinary and the phonetic spelling. (1) The *sounds* of the first consonant in the words *gem* and *game* are different, although they are represented in longhand by the same letter. *Gem* spelled phonetically is *j-c-m*; the initial sound in *game* is *gay*. For these dissimilar sounds Pitman Shorthand provides dissimilar shorthand signs. (2) The vowel sounds heard in the words *tub* and *tube* are different. If the shorthand symbols were the equivalents of the letters of the common alphabet (the final *e* of *tube* being omitted because it is not sounded), each word would be written by the same characters, namely *t-u-b*. In shorthand, however, the different sounds *ū* and *ū̄* are indicated by different symbols.

The following illustrations will show the student how to spell when writing shorthand. Silent letters are omitted altogether.

<i>palm</i> would be spelt	<i>pahm</i>	<i>coal</i> would be spelt	<i>kōl</i>
<i>pale</i>	„ „ „ <i>pāl</i>	<i>door</i>	„ „ „ <i>dōr</i>
<i>key</i>	„ „ „ <i>kē</i>	<i>tomb</i>	„ „ „ <i>tōm</i>
<i>wrought</i>	„ „ „ <i>rawt</i>	<i>knee</i>	„ „ „ <i>nē</i>

THE shorthand characters should be made as neatly and as accurately as is possible. The signs join readily with one another, and they can be written at great speed when the rules are so familiar that they can be applied without hesitation. Resist the temptation to sacrifice neatness for speed. Speed in writing will follow neat and accurate practise naturally.

ATTENTION is drawn to the meaning given to the terms *right motion* and *left motion* which occur in several of the lessons. By *right motion* is meant the motion taken by the hands of a clock, thus ; while *left motion* means the contrary motion, thus .

CHAPTER I

CONSONANTS AND SECOND-PLACE LONG VOWELS

The First Eight Consonants

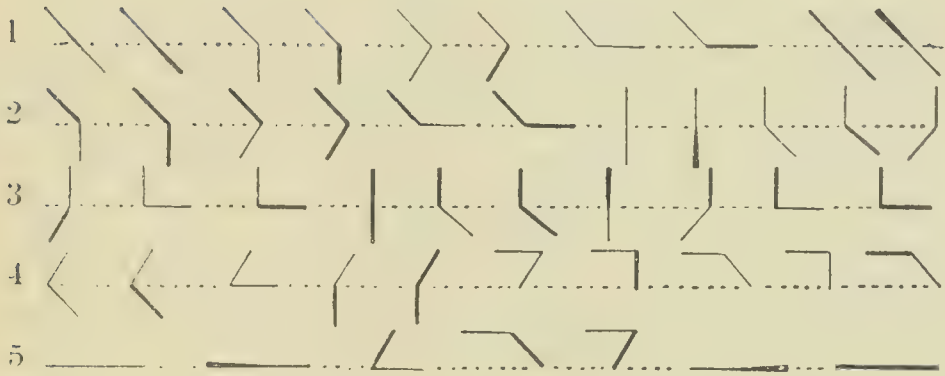
1. A consonant is a sound which cannot be produced distinctly without the aid of a vowel. The result of audible friction or stopping of the breath in some part of the mouth or throat is a consonant.

The first eight consonants are—

<i>Letter</i>	<i>Character</i>	<i>Name</i>	<i>As in</i>	
P	\	pee	p ost	ro p e
B	\	bee	b oast	ro b e
T		tee	t ip	fate
D		dee	d ip	fade
CH	/	chay	ch est	et ch
J	/	jay	j est	ed j e
K	—	kay	k ane	leek
G	—	gay	g ain	leag u e

2. It will be observed that these consonants form pairs ; thus *p* and *b*, *t* and *d*, *ch* and *j*, *k* and *g*. The articulations in

Exercise 2

Read, copy, and transcribe

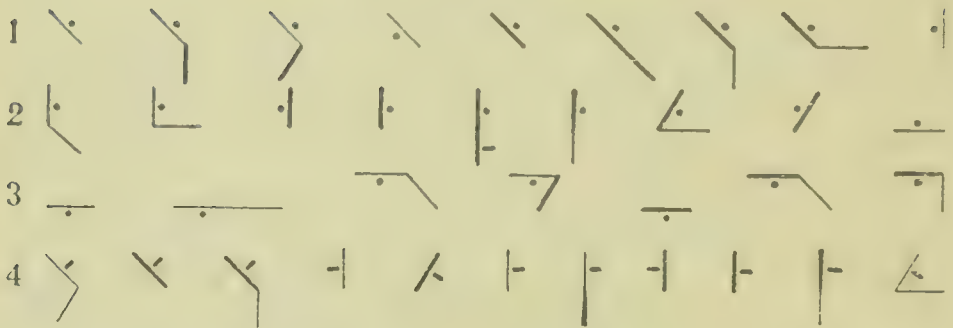
Vowels

4. A vowel is a vocal sound produced by the unimpeded passage of the breath. The long vowels *ā* and *ō*, as heard in the words *say* and *go*, are represented by a heavy dot and a short, heavy dash respectively. These vowels are called *second-place vowels*, because there are three places for vowels alongside of each consonant stroke, and these two vowels are put in the *middle* or *second* place, as shown in the examples in the following paragraph.

5. A vowel placed at the *left-hand side* of an *upright* or *slanting* consonant is read *before* the consonant; thus *\ ape*, *-| oat*, */ age*. A vowel placed at the *right-hand side* of an *upright* or *slanting* consonant is read *after* the consonant; thus *\ pay*, *|- toe*, */ jay*.

6. A vowel placed *above* a *horizontal* consonant is read *before* the consonant; thus *._ ache*, *┐ oak*. A vowel placed *below* a *horizontal* consonant is read *after* the consonant; thus *— gay*, *— Coe*.


Exercise 3

Read, copy, and transcribe

Indicating Position

7. The student will observe that in all the words in Exercise 3 the *first downstroke* rests *on* the line ; and that where a downstroke is preceded by a horizontal letter, the latter is written *above* the line, so that the downstroke may rest *on* the line. The position thus indicated is called the *second position*, and the words in the exercise are written in this position because the vowel in each word is a *second-place* vowel. In succeeding exercises, wherever the *first sounded vowel* in the word is a *second-place* vowel, the outline must be written in the *second position*, as here explained.

Punctuation

8. In shorthand, a small cross (x) or *long* oblique line (/) indicates the period ; the question mark and the mark of exclamation ? and ! respectively ; the sign ↔ is employed to express a dash. Other punctuation marks are written in the usual manner. Two short lines drawn underneath an outline indicate an initial capital ; as  *Job Cope*.

Grammalogs



































9. It has been found from experience that there are certain words which are employed over and over again by speakers and writers, and it is therefore essential that the shorthand-writer should be provided with abbreviated signs for the speedy representation of these frequently occurring words. Such contracted signs are termed *logograms*, and the words thus represented are termed *grammalogs*. The *logograms* should be learned thoroughly as a knowledge of these signs is a great aid. Throughout the exercises in this book grammalogs and contracted words are printed in *italic type*.

GRAMMALOGS

..... *a* or *an*, *ah!* . *the*, . *aye* or *eh?* *all*,
 \ *too* or *two*, *of*, \ *to*, *on*, | *but*.

Exercise 4

Read, copy, and transcribe

1 , | - .  \ .  ; |  .  \ 
 .  \ .  , \ x 2    \ 
 .  \ .  x 3  .   x
 4 . |  \  .  \ .   x
 5   | - \   \ 6  
 \ . | .  \  .  \   x

Exercise 5

Write in Shorthand

1. Job Day, take *the* cape *to the* boat *today*.
2. Jake paid Joe Cope *to* take *the* boat.
3. Take *the* cocoa *to the* page *on the* boat.
4. Joe, *a* joke ! Take *an* eight page ode *on* cake *to* Jake *today*.
5. Take *the* page *to the* oak.
6. Jay towed *the* boat *to the* oak *today*.

CONSONANTS AND FIRST-PLACE LONG VOWELS

Letter	Character	Name	As in
F	ƒ	ef	f ew, sa f e, fa t , lea f
V	Ƶ	vee	v iew, sa v e, va t , lea v e
TH	(ith	th igh, ba th , wreath th
TH	(thee	th y, ba th e, wreath e
S)	ess	sigh, ice, lace
Z)	zee	Z ion, oo z e, la z y
SH	ʃ	ish	sh e, a sh , la sh
ZH	ʒ	zhee	mea z ure, trea z ure, usa l

Read, copy, and transcribe

9

vowels, because they are put in the *first* vowel place, i.e. at the *beginning* of a consonant ; thus \diagdown *Pa*, \diagdown *par*, $\overline{\hspace{1cm}}$ *car*, $\overline{\hspace{1cm}}$ *aur*.

Position

13. (a) When the *first sounded vowel* in a word is a *first-place* vowel, the outline of the word is written in the *first position*, i.e. *above* the line ; thus \diagup *Shah*, \diagup *Shaw*.

(b) When the word consists of a horizontal letter preceded or followed by an upright or slanting letter, the horizontal letter is raised, so as to allow the upright or slanting letter to occupy the first position ; thus $\overline{\hspace{1cm}}$ *talk*, \diagup *chalk*, $\overline{\hspace{1cm}}$ *care*.

(c) If the word consists of more than one upright or slanting letter, it is the *first* of such letters which must occupy the first position. Note the following examples— \diagdown *Pa*, \diagup *thawed*, \diagdown *bought*, $\overline{\hspace{1cm}}$ *daub*.

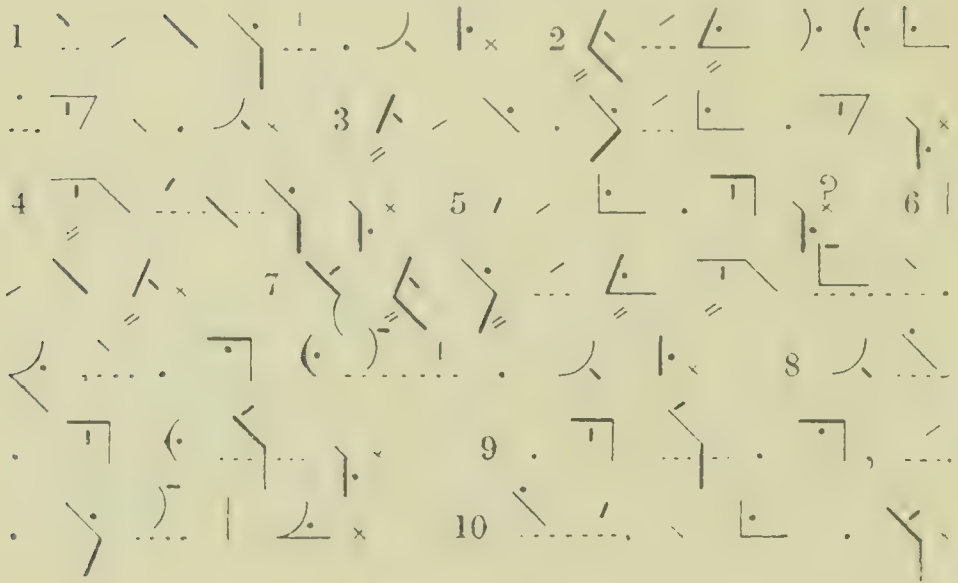
Exercise 8

Read, copy, and transcribe

1	\diagdown	\diagdown	$\overline{\hspace{1cm}}$	\diagup	\diagdown	\diagdown	$\overline{\hspace{1cm}}$	$\overline{\hspace{1cm}}$	\diagup	$\overline{\hspace{1cm}}$
2	\diagup	$\overline{\hspace{1cm}}$	$\overline{\hspace{1cm}}$	\diagup	\diagdown	\diagup	\diagup	$\overline{\hspace{1cm}}$	\diagdown	$\overline{\hspace{1cm}}$
3	\diagup	\diagup	\diagdown	$\overline{\hspace{1cm}}$	\diagup	\diagdown	$\overline{\hspace{1cm}}$	$\overline{\hspace{1cm}}$	\diagup	$\overline{\hspace{1cm}}$

GRAMMALOGS

$\overline{\hspace{1cm}}$ (down) *awe*, *ought* or *aught*, \diagdown (down) *who*, $\overline{\hspace{1cm}}$ (up) *and*,
 \diagup (up) *should*, \diagdown *put*, \diagdown *be*, \diagdown *to be*, $\overline{\hspace{1cm}}$ *it*.

Exercise 9*Read, copy, and transcribe***Exercise 10***Write in Shorthand*

1. Both Joe Cope *and* Jake Page showed a goat *on the* day *of the* show.
2. Job, take *the* boat *and* tow *it to the* gate.
3. *Who* bought *all the* cocoa today ?
4. Pa paid *the* page today, so Joe *should be* paid.
5. *Who* saw *the* cape Pa bought ?
6. *It ought to be put on the* coach.
7. They say Job Bate *put all the* folk *on the* boat *and* towed *it to the* bay.

CHAPTER III

CONSONANTS AND THIRD-PLACE LONG VOWELS

14. The remainder of the consonants are single strokes, not pairs, and they are all *light* signs except ㄣ (ng), which is heavy. The three *horizontal* letters ㄇ, ㄣ, ㄥ, are written from *left to right*; ㄆ, ㄇ, ㄏ, ㄏ, and ㄏ, are written *upward*; and ㄋ and ㄌ are written *downward*.

Letter	Character	Name	As in
M	ㄇ	em	may , seem , chime
N	ㄣ	en	nay , seen , China
NG	ㄥ	ing	long , sing , fang
L	ㄌ	el	lay , life, meal
R	ㄆ	ar	car , arose, bore
	ㄇ	ray	roe, rogue , right
W	ㄏ	way	we , aware, weep
Y	ㄏ	yay	ye , yoke, yore
H	ㄏ	hay	hope , adhere, hurry
	ㄌ	hay	high , hew , hook

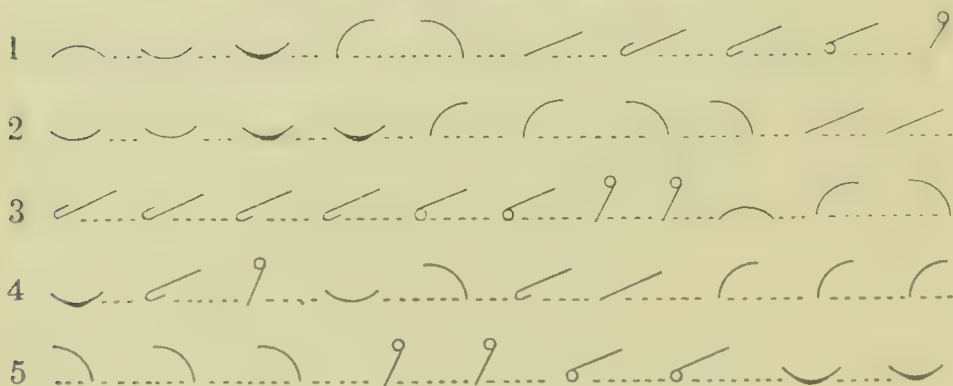
Chay and Ray

These strokes are somewhat similar. They differ, however, in slope and in the direction in which they are written.

It is scarcely possible, moreover, to mistake one for the other, inasmuch as *chay* is always written *downward* at an angle of 30° from the perpendicular, and *ray* is always written *upward* at an angle of 30° from the horizontal; thus ↙ *chay*, ↗ *ray*.

Exercise 11

Read, copy, and transcribe





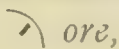


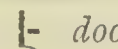
15. The strokes of the last group are joined to one another, and to other strokes, in the manner already explained with regard to the consonants previously treated.

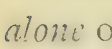
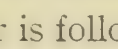

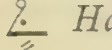
R and H

16. The consonants R and H are each provided with two forms, an upstroke and a downstroke. This is for convenience of joining to other consonants, and also for the purpose of *vowel indication* in fast writing. The rules governing the use of these forms will be fully explained in a later lesson, but, meanwhile, the following brief statement will be useful—

(a) When a word *begins* with the sound of R, or *ends* with R and a *sounded vowel*, the *upward* form is used; as ↗ *ray*, ↗ *rogue*, ↗ *Pharaoh*.

Downward R, however, is written before *m*, as  *roam*, because of the greater ease in writing.

(b) When a word *begins* with a vowel followed by R, or *ends* with the sound of R, the *downward* form is used ; as  *air*,  *ore*,  *fare*,  *tare*,  *door*.

(c) The *upward* form of H is used, *except* when H *stands alone* or is followed by or ;  *hay*,  *hoe*,  *hawk*,  *Hague*.

Exercise 12

Read, copy, and transcribe



Exercise 13

Write in Shorthand

1. May they *all* take a share of the game ?
2. Take the bale of tape to Hague and Hay today.
3. Take *all the* coal on the boat today.
4. They hope to be on shore today, and take the coach to the fair.
5. Paul and Jake may be on the shore.
6. They should *all be* on the way today.

Vowels

17. The vowels \bar{e} and \bar{o} , as heard in the words *keep* and *cool*, are expressed, like the vowels already explained, by a heavy dot and a short, heavy dash respectively. They are called *third-place* vowels, because they are written in the third vowel place, i.e. at the *end* of a consonant ; thus \perp tea, \nearrow loo, \searrow fee, $_$ eke.

Position

18. (a) The outline of any word in which the *first sounded vowel* is a *third-place* vowel must be written in the *third position*, i.e. *through* the line ; and when the outline of the word consists of an upright or slanting letter immediately preceded or followed by a horizontal letter, the latter is *lowered*, so that the upright or slanting letter may be written through the line ; thus $_ \searrow$ keep, $_ \perp$ keyed, $_ \searrow$ move, $_ \nearrow$ cool, $_ \nearrow$ peach, $_ \perp$ teach, $_ \searrow$ cve, $_ \nearrow$ rue.

(b) It will be seen, therefore, that the *first upright or slanting letter* in an outline must occupy the position as required by the first sounded vowel in the word, the other letters being raised or lowered accordingly.

(c) There is, however, *no third position* for words whose outlines consist of horizontal letters only. When the first vowel in such words is a third-place vowel, the outline is written *on* the line ; thus $_$ meek.

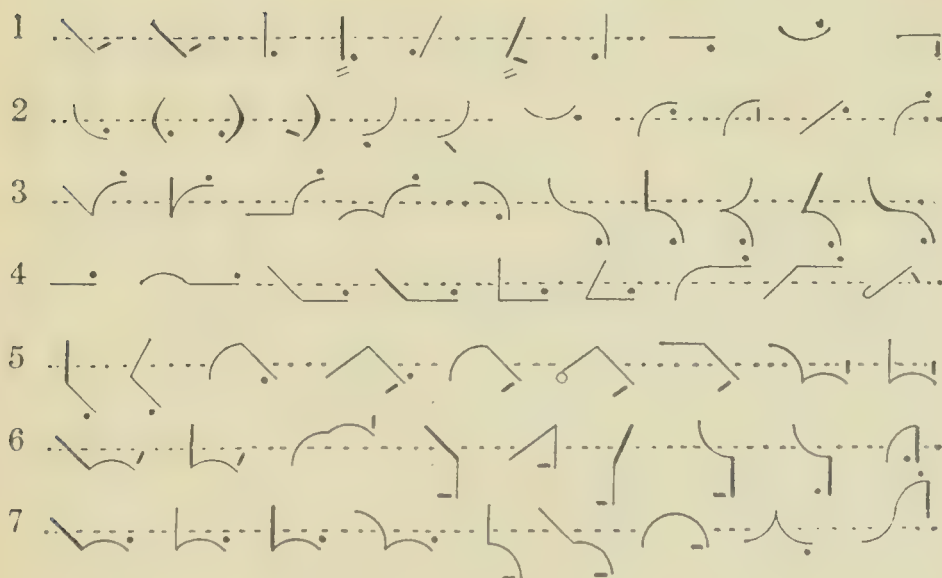
19. When a *third-place* vowel occurs *between two strokes*, it is written *before the second stroke*, as in paragraph 18 (a).

The vowels are named first-place, second-place and third-place vowels respectively, from the fact that there are three places alongside of each stroke in which to put the vowel signs, as shown in the following diagram—

	<i>Sound</i>	<i>As in</i>	<i>Sign</i>		<i>Sound</i>	<i>As in</i>	<i>Sign</i>
1.	ah	pa	⌈	1.	aw	all	⌈
2.	ā	may	⌈	2.	ō	go	⌈
3.	ē	we	⌈	3.	ōō	too	⌈

Exercise 14

Read, copy, and transcribe



GRAMMALOGS

⌈ had, ⌈ do, ⌈ different or difference, / much, / which,
 / large, — can, — come, — go, — give or given.

Read, copy, and transcribe

Read, copy, and transcribe

1 (. | . / . \ . | . : . | . / . \ .) . . / \ x
2 | (. / . \ . | . : . | . / . \ .) . . (. |) - x
3 (. / . \ . | . : . | . / . \ .) . . | . / . \ . x
4 / . \ . | . : . | . / . \ .) . . | . / . \ . x
5 (. / . \ . | . : . | . / . \ .) . . | . / . \ . x
6 (. / . \ . | . : . | . / . \ .) . . | . / . \ . x
7 (. / . \ . | . : . | . / . \ .) . . | . / . \ . x
8 (. / . \ . | . : . | . / . \ .) . . | . / . \ . x
9 (. / . \ . | . : . | . / . \ .) . . | . / . \ . x

Write in Shorthand







Write in Shorthand











1. Which way should they go to reach the pool ?
2. Do they read a different page today ?
3. Paul may go on the coach, and take the boat to the cape.
4. Go, Joe Booth, and show the poor page the difference.
5. Reid should be on the road today.
6. They had to go a different way.
7. They fear they may be given a poor share.
8. Leave a large share of the food on the boat ; it may make much difference to Joe Shaw.

CHAPTER IV







SHORT VOWELS

20. The *short* vowels, *ă, ě, ĭ, ǫ, ŭ, ǭ*, as heard in the words “*Thăt pĕn ĭs nŏt mŭch gŏod*,” are expressed by a dot and a short dash similar to those employed for the representation of the long vowels already explained ; but the signs for the *short* vowels are made *light*, in order to show the short, or light sounds of the vowels.


















21. The *short* vowels, like the *long* vowels, are named according to the place they occupy with regard to a stroke consonant. Thus *ă, ě, ĭ*, are called respectively *first-place*, *second-place*, and *third-place* vowels ; while *ǫ, ŭ, ǭ*, are also, in the order given, *first-place*, *second-place*, and *third-place* vowels. Note the following examples :  *băt*,  *bĕt*,  *bĭt*.  *lŏck*,  *lŭck*,  *lŏock*.

22. All *first-place* vowels and *second-place* vowels, whether *long* or *short*, occurring between two strokes, are written *after the first stroke*. All *third-place* vowels, whether *long* or *short*, occurring between two strokes, are written *before the second stroke*. Note the following pairs of words :  *bale*,  *bell* ;  *roam*,  *rum* ;  *goal*,  *gull* ;  *keel*,  *kill* ;  *leave*,  *live*.

The following diagram illustrates the short vowels—

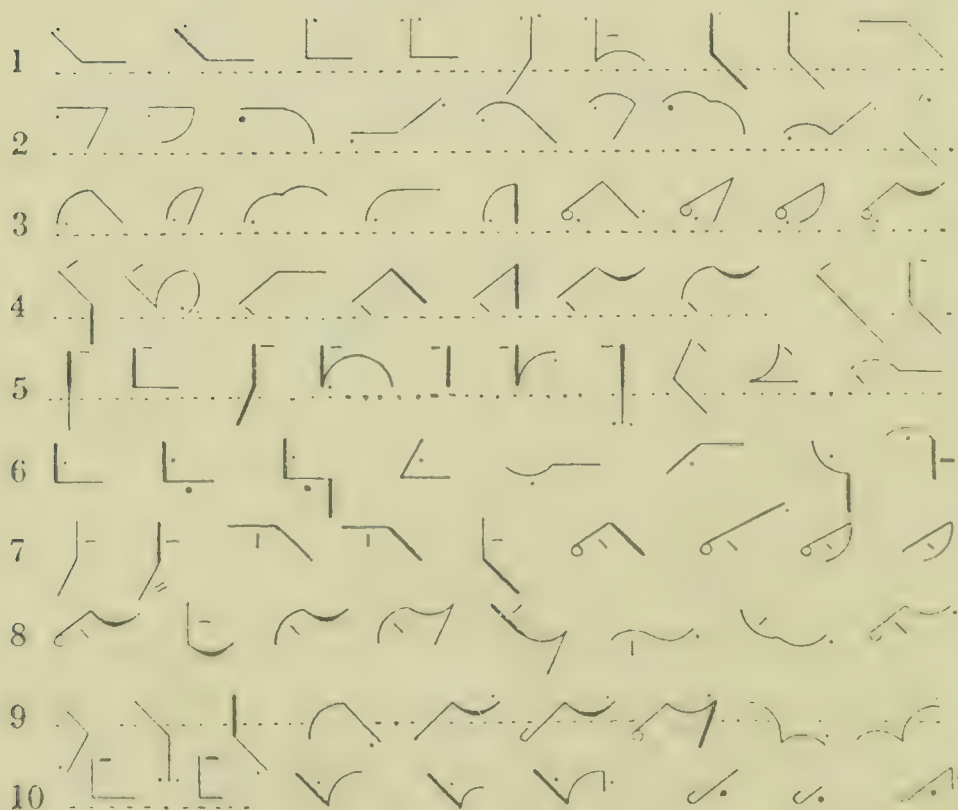
	Sound	As in	Sign		Sound	As in	Sign
1.	ă	that		1.	ǫ	not	
2.	ě	pen		2.	ŭ	much	
3.	ĭ	is		3.	ǭ	good	

Halving Principle—Part 1







23. *Light* strokes are halved for the addition of *t*, and *heavy* strokes for the addition of *d*; thus  *tap*,  *tapped*;  *web*,  *webbed*;  *pate*,  *chat*;  *fat*,  *dead*. In words of more than one syllable, a stroke may be halved for either *t* or *d*; thus  *pity*,  *pitied*,  *orb*,  *orbit*;  *boat*,  *boated*;  *relay*,  *relate*,  *related*.

Exercise 17

Read, copy, and transcribe

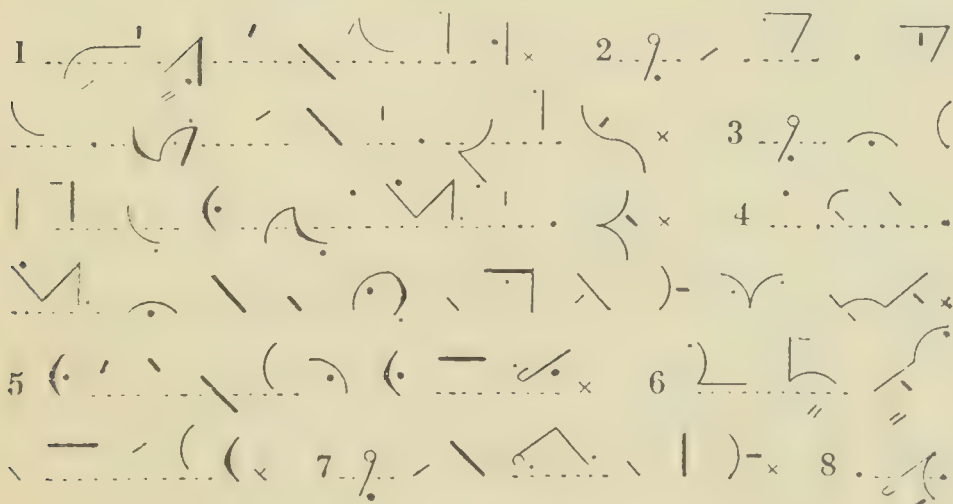


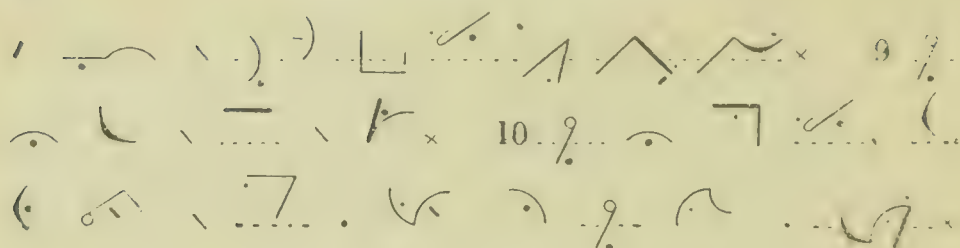
GRAMMALOGS

 *for*,  *have*,  *thank-ed*,  *think*,  *though*,  *them*.

Exercise 18*Write in Shorthand*

1. Pack *the* bag *and* take *it to the* ship at four.
2. Ask Jim *to* fetch *the* pocket book, *and* put *it on the* ledge.
3. Take *the* money, *and* get *a* bar of candy.
4. They may *all* go *and* see *the* ship leave *the* dock.
5. Ask Tom *to be* awake *and* ready *to go on to the* ship at four.
6. Hurry up, Jack Murray, *and* carry *all the* baggage *to the* loft.
7. *The* happy fellow rowed away *to the* ship.
8. Did they pay *the* debt *to* Adam Bailey?
9. Ask Kitty Webb *to* take *a* penny *and* go *to the* shop *for the* gum.
10. They may *all* go *on* Monday *to* see *the* game of golf.
11. May they take *a* share *of it* *to* poor Jim King?
12. They left *on the* ship "Atlanta," *and* they hoped *to* reach Canada *on the* fourth *of* March.

Exercise 19*Read, copy, and transcribe*



Exercise 20

Write in Shorthand

1. *They think they may have to go to the bank and cash a check to pay the lad the money.*
2. *The youth should be happy if they pay the bill.*
3. *Though they go away on the tenth, they may come back on an early mail.*
4. *Who can envy them if they have to take the shabby coach back tomorrow?*
5. *They should take the keg to the back of the shed.*
6. *Tom came back for them a month ago.*
7. *They have to go and thank the judge today.*
8. *Ask the lad to take the canoe and fetch the fish.*
9. *They think the lad may have to come to Canada.*
10. *Two of the party came to give a vote each to Adam Bailey.*

CHAPTER V

DIPHTHONGS AND PHRASING

24. A diphthong consists of two vowel sounds pronounced as one syllable. The four diphthongs, *ī*, *ow*, *oi*, and *ū*, as heard in the words *bite*, *cow*, *boil*, and *few*, are expressed as follows—

$\overset{\vee}{\text{---}} \bar{i}$, $\wedge \text{ow}$, $\overset{\sim}{\text{---}} oi$, $\circ \bar{u}$.



25. The diphthongs *ī* and *oi* are written in the *first* vowel-place, that is at the *beginning* of a stroke ; and, therefore, the outlines of words in which either of these is the first vowel-sound are placed in the first position, i.e. *above* the line ; thus $\overset{\vee}{\text{---}} \text{tie}$, $\overset{\vee}{\text{---}} \text{tile}$, $\overset{\vee}{\text{---}} \text{tiler}$, $\overset{\vee}{\text{---}} \text{boy}$, $\overset{\vee}{\text{---}} \text{boil}$, $\overset{\vee}{\text{---}} \text{boiler}$.



26. The diphthongs *ū* and *ow* are written in the *third* vowel-place, i.e. at the *end* of a stroke ; and, therefore, the outlines of words in which either of these is the first vowel-sound are placed in the third position, i.e. *through* the line ; thus $\text{---} \overset{\vee}{\text{---}} \text{purely}$, $\text{---} \overset{\vee}{\text{---}} \text{purity}$, $\text{---} \overset{\vee}{\text{---}} \text{purify}$, $\text{---} \overset{\vee}{\text{---}} \text{cube}$, $\text{---} \overset{\vee}{\text{---}} \text{cubic}$, $\text{---} \overset{\vee}{\text{---}} \text{rout}$, $\text{---} \overset{\vee}{\text{---}} \text{gout}$.








The Triphone



27. A small tick attached to a diphthong-sign indicates that another vowel follows the diphthong ; thus $\overset{\vee}{\text{---}} \text{diary}$, $\overset{\vee}{\text{---}} \text{dial}$, $\overset{\vee}{\text{---}} \text{piety}$, $\overset{\vee}{\text{---}} \text{loyalty}$, $\overset{\vee}{\text{---}} \text{towel}$, $\overset{\vee}{\text{---}} \text{sewer}$, $\overset{\vee}{\text{---}} \text{riot}$. The sign representing a diphthong and a vowel is called a *triphone*.

Joined Diphthongs

28. (a) The diphthong *ī* may be joined initially to a downstroke, as  *item*,  *ice*.

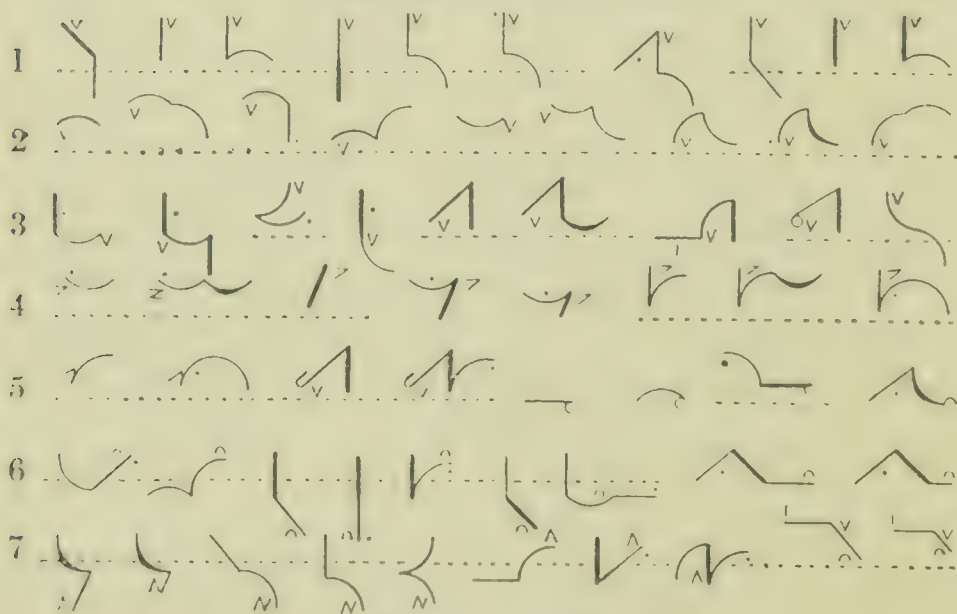
(b) The diphthongs *ow* and *oi* may be joined initially to upward *l*, as  *owlish*,  *oiling*.

(c) The diphthongs *ow* and *ū* may be joined finally to a downstroke, as  *bough*,  *due*,  *few*, and the diphthong *ī* may be joined to the consonants *k*, *g*, *m*, *n*, and *l* (up), thus  *cue*,  *argue*,  *renew*,  *value*.

(d) The diphthongs *ow* and *ī* may be joined finally to the consonant *n*, thus  *now*,  *nigh*.

Exercise 21

Read, copy, and transcribe



Exercise 22

Write in Shorthand

1. *Do they know of the failure of Hugh Riley?*
2. *All the folk think and say you should retire by July.*
3. *The tide might wash away the dyke by five.*

4. *Should the envoy come out today, they may enjoy a ride to Kew.*
5. *The puny deputy duly came and saw the couch.*
6. *They had to show the knife given them by Tom Lloyd.*
7. *The lively dealer took a widely different view of the affair today.*
8. *If they do not allow Tom to come out on the tenth, they may all rue it.*
9. *They assume a large share of the duty ; but they have no authority, and they may have to give it up.*
10. *Pursue a life of purity, and so rebuke them.*
11. *They should decoy the rowdy fellow to the review, and leave the rogue to enjoy the air.*
12. *If they take refuge on the boat, they all think they can defy the power of the enemy to take them or to move them away.*

GRAMMALOGS

^ how, ^L why, [^] beyond, ^ you, ^c with, c when,
^o what, > would, ['] owe, O ! or Oh ! ■ he.

(Note that when *he* stands alone, or is the first word in a phrase, the form $\frac{h}{e}$ is used. In other cases the logogram ■ is used.)

Phrasing

29. Longhand writers often join words together without lifting the pen from the paper. The same may be done in shorthand. The practice of joining words in this way is called *Phrasing*, and the words thus joined make a *phrase*. The first word of a phrase (generally a grammalog) should occupy the position which it would occupy if it stood alone. Thus, a phrase commencing with *I* should commence above the line, because *I*, standing alone, is written above the line,

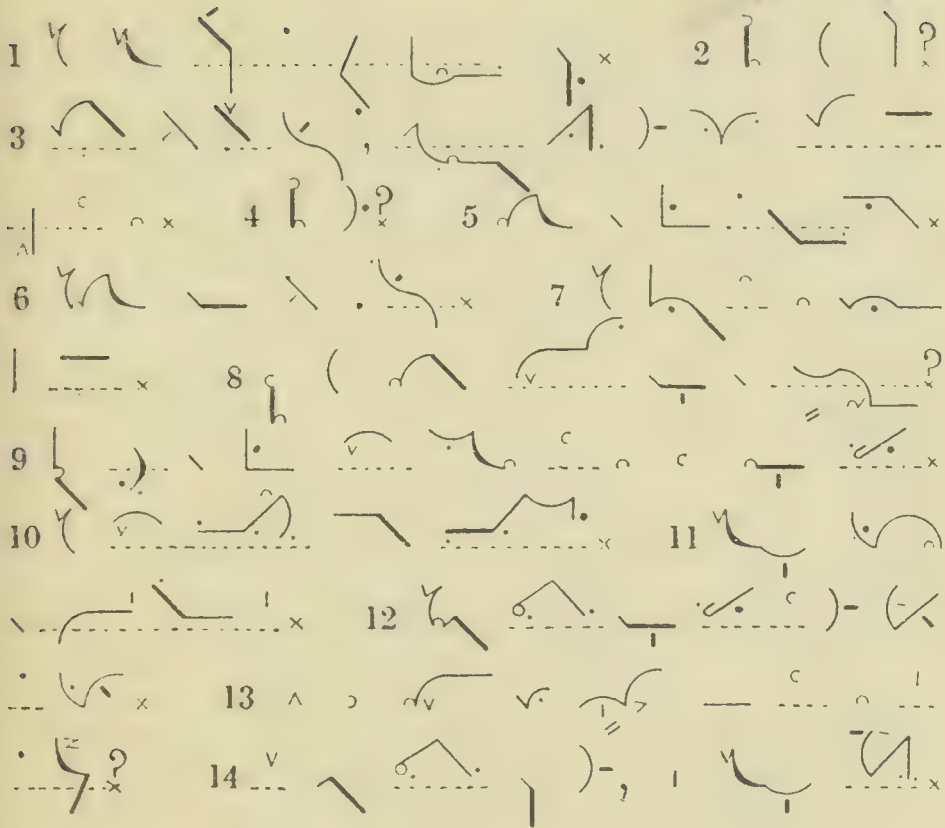
as \curvearrowright *I have*, \langle *I think*, \rangle *I say*. A first position outline, however, may be slightly lowered or raised to permit of the following word being written through or over the line ; as \rangle *I see*, $\dot{\curvearrowright}$ *with much*. A phrase beginning with *you* should begin on the line, because *you*, as a logogram, is written on the line when it stands alone ; thus \curvearrowright *you may*, \curvearrowright *you should be*. In phrasing, *much* is generally written in full when the full form will join conveniently to a preceding word ; thus \rangle *so much*. When prefixed to \curvearrowright , \curvearrowleft , or --- the sign $\dot{\curvearrowright}$ may be shorteneded to $\dot{\text{---}}$; thus $\dot{\text{---}}$ (*I'm = I am*), $\dot{\curvearrowleft}$ (*I'll = I will*), $\dot{\text{---}}$ *I can*. Phrases, as a rule, do not require to be vocalized, but a vowel may be inserted where necessary, as $\dot{\curvearrowright}$ *I may*, to distinguish from $\dot{\text{---}}$ *I am*.

30. The following examples of phrases should be carefully read and copied.

\curvearrowright I have	$\dot{\curvearrowright}$ how can they
\rangle I have had	$\dot{\curvearrowleft}$ why do you
$\dot{\curvearrowright}$ I will	\curvearrowright why have you
$\dot{\curvearrowleft}$ I will be	--- you can
$\dot{\text{---}}$ I am	$\dot{\curvearrowright}$ with much
$\dot{\curvearrowright}$ I may	$\dot{\curvearrowleft}$ with which
\curvearrowright I may be	$\dot{\curvearrowright}$ with each
$\dot{\curvearrowright}$ I thank you	$\dot{\text{---}}$ with them
\rangle I think you should be	$\dot{\text{---}}$ what do you
$\dot{\curvearrowright}$ you will	\curvearrowright what may be
$\dot{\curvearrowleft}$ you will be	\curvearrowright what can be
\curvearrowright you may be	$\dot{\text{---}}$ it would be
\rangle too much	$\dot{\curvearrowright}$ how much

Exercise 23

Read, copy, and transcribe



Exercise 24

(The PHRASES in this and the following exercises are indicated by a HYPHEN)

Write in Shorthand

1. *Do-you think you-can rely on-them to take all the money to the bank today ?*
2. *Why-do-you ask the poor lad to-ride the lame mule ?*
3. *If-you-should-be back by five, I-may come and see you.*
4. *I-think I-am likely to be away by the time you get back.*

5. *I-think-you-should* ask them to take the oil back.
6. *Why-do-you* and Philip Boyle argue with so shabby a fellow?
7. *I-think-you-should* see them, if-you think you-can-do what they ask you to-do.
8. *How-can-they* ask you to-go to Digby tomorrow?
9. *I-think* I-may guarantee the tube to be all-they say.
10. He-may-be wrong, but I-do not think so.

REVIEW

31. The preceding rules may be briefly summarized as follows—

- (a) Pitman Shorthand is *phonetic*, the *spelling* being by *sound*.
- (b) There are *twenty-four consonants* expressed by straight strokes or curves, or some modification of these.
- (c) There are *twelve vowels*, expressed by dots and dashes.
- (d) The position of an outline is governed by the first vowel sound heard in the word.
- (e) There are *four* double vowels or *diphthongs*.
- (f) There are *two* forms *each* for R and H, the alternatives being provided to secure joinings, and for vowel indication.
- (g) A *grammalog* is a *word* represented by a single sign, known as a *logogram*.
- (h) Light strokes are halved for the addition of *t*, heavy strokes for the addition of *d*. In words of more than one syllable a stroke may be halved to add either *t* or *d*.
- (i) *Phrasing* is the name given to the principle of joining words together.

THE PHONOGRAPHIC ALPHABET

CONSONANTS

Names		Names	
<i>pee</i>	P \ as in rope	<i>ess</i>	S) as in hiss
<i>bee</i>	B \ „ robe	<i>zee</i>	Z) „ his
<i>tee</i>	T „ fate	<i>ish</i>	SH / „ vicious
<i>dee</i>	D „ fade	<i>zhee</i>	ZH / „ vision
<i>chay</i>	CH / „ etch	<i>em</i>	M („ seem
<i>jay</i>	J / „ edge	<i>en</i>	N („ seen
<i>kay</i>	K — „ leek	<i>ing</i>	NG („ sing
<i>gay</i>	G — „ league	<i>el</i>	L („ fall
<i>ef</i>	F \ „ safe	<i>ar, ray</i>	R \ / „ for, ray
<i>vee</i>	V \ „ save	<i>way</i>	W / „ wait
<i>ith</i>	TH („ wreath	<i>yay</i>	Y / „ yawl
<i>thee</i>	TH („ wreath		

ASPIRATE *aitch* H / as in hope, high

LONG

VOWELS

SHORT

1. ah	as in tah	ă	as in at
2. ā	„ tay	ě	„ et
3. ē	„ tea	ĩ	„ it
4. aw	„ taw	ǒ	„ ot
5. ō	„ toe	ũ	„ ut
6. ōō	„ too	öö	„ oot

DIPHTHONGS

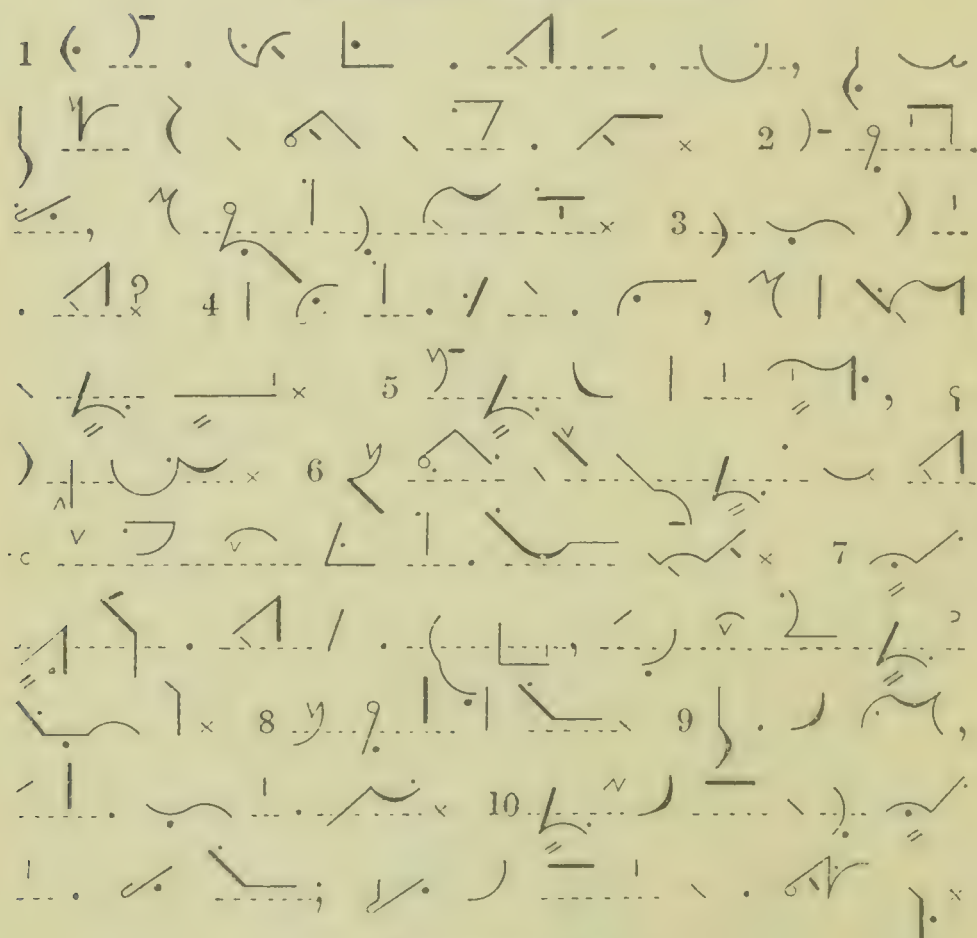
as in	as in	as in	as in
i ^v ice,	oi ⁷ oil,	ow ^Δ owl,	u ² new

GRAMMALOGS

) was,) whose, / shall, / wish, / usual-ly.

Exercise 25

Read, copy, and transcribe

**Exercise 26**

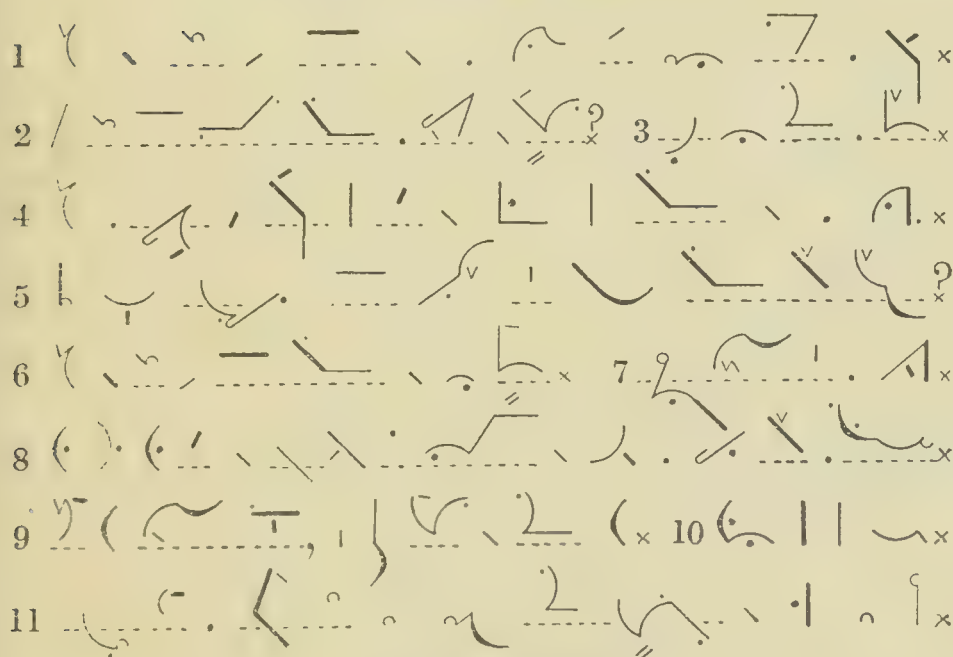
Write in Shorthand

1. *Do-you know the name of the ship lying out by the buoy ?*
2. *I-think it-was on the fourth of July Jim came to see us.*
3. *I-think I-saw the youth go out on the car.*
4. *You appear to-have a fear of the large youth who-came to us at the farm.*

5. *To be of value ought to be the wish of-each of-you.*
6. *I-wish I-had given the rod away ere the thief took it.*
7. *Do-you know whose it-can-be ?*
8. *Why should-they say I-am out ?*
9. *What difference can it make to-you if I-have to-go out by the tenth ?*
10. *I-see-you know two of-them.*
11. *How-much did he say the coat was ?*

Exercise 27

Read, copy, and transcribe



Exercise 28

Write in Shorthand

1. *I-shall-be happy to-have-you do-so if-you-can manage it.*
2. *Do-you think he knew the difference ?*
3. *I-think-so ; but I-will ask the fellow.*
4. *If-they go out, I-think-you and-I may go out too.*

5. *Though they-may say no, I-know it shall-be different.*
6. *I-think it-was usual to-give it to-each of-them.*
7. *You and-I usually go all the way by the sea.*
8. *I-think the new book might be of value to us now.*
9. *If-you-like to-give them a copy, they-may-be happy to-read it.*
10. *They thanked the youth who took the baggage to the ship, and he-was happy. They-thought it-might be too-much to-carry.*

Exercise 29

Read, copy, and transcribe

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


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





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











CHAPTER VI

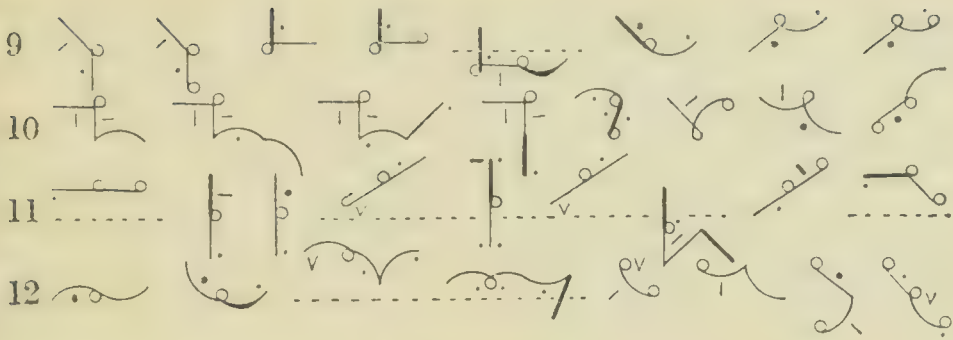
CIRCLES S AND Z

32. In this and in the following Chapters various abbreviating devices and methods of vowel indication are explained. The first of these devices is a small circle. The frequently occurring consonants *s* and *z* are represented not only by the strokes) and) but *also* by a small circle *o*. This circle is not only easily written, but it will be found to join readily with the various stroke consonants.

33. When the circle *stands alone*, or is joined to *straight consonants* not forming an angle, it is written in the direction *opposite* to that in which the hands of a clock move round (left motion); thus  *sp*,  *ps*,  *psp*, | *st*, | *ts*, | *tst*, / *s ch*, / *ch s*, — *sk*, — *ks*, — *ksk*, / *sr*, / *rs*, / *rsr*.

34. When the circle occurs between two straight strokes *forming an angle*, it is written *outside the angle*; thus  *bs ch*,  *tsp*,  *jsp*,  *ksp*,  *ksr*,  *rsk*.

35. When joined to *curved letters*, the circle is written *inside the curve*; and when it occurs *between two curves* it is usually written *inside the first curve*; thus  *sf*,  *fs*,  *fsf*,) *ss*,) *ss*,  *ssr*,  *sm*,  *sms*,  *rsn*, — *ksn*, — *nsk*,  *msr*,  *sl*,  *sls*,  *slsr*,) *s-sh*,) *s-sh-s*,  *msv*.












Exercise 31

Write in Shorthand

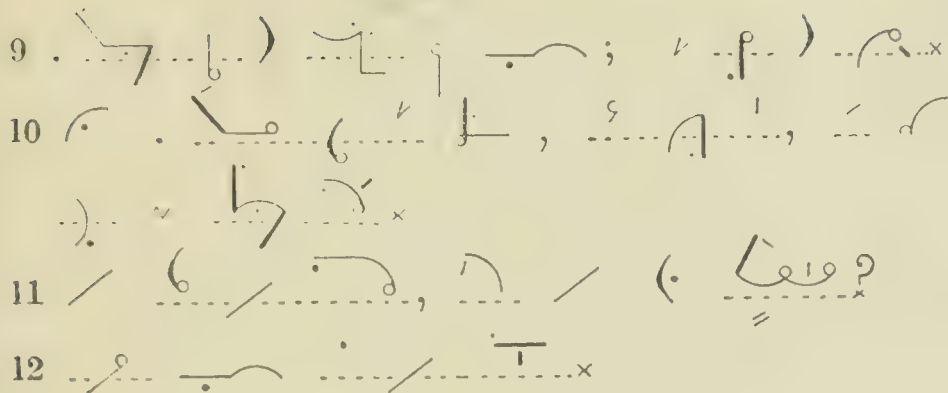
1. Soap, soups, stew, side, such, spares, spokes.
2. Seeds, schemes, spoils, skips, scoop, speed.
3. Safes, south, slow, solo, soon, smokes, mice.
4. Smith, snaps, sold, snares, smacks, self.
5. Sky, scares, spades, signs, designs, dies.
6. Face, voice, revise, canvas, bonus, police.
7. Atlas, tusk, risks, bestows, rasps, gossip.
8. Chosen, visits, masks, resumes, desires, pacifies.
9. Tuesday, Wednesday, deceit, tacit, nonsense.
10. Sykes, stay, sums, sinews, maxims, abuse.

Upward and Downward L

38. When the stroke  precedes a circle and curve, or follows a curve and circle, it is written in the *same direction* as the *circle*; thus  *lessen*,  *Lawson*,  *lesser*,  *toilsome*,  *vessel*,  *thistle*,  *cancel*,  *muscle*.

Tick *The*

39. The word *the*, which is represented by a light dot on the line, is also expressed by a light slanting *tick*, joined to the preceding character, and written either upward or



Exercise 33

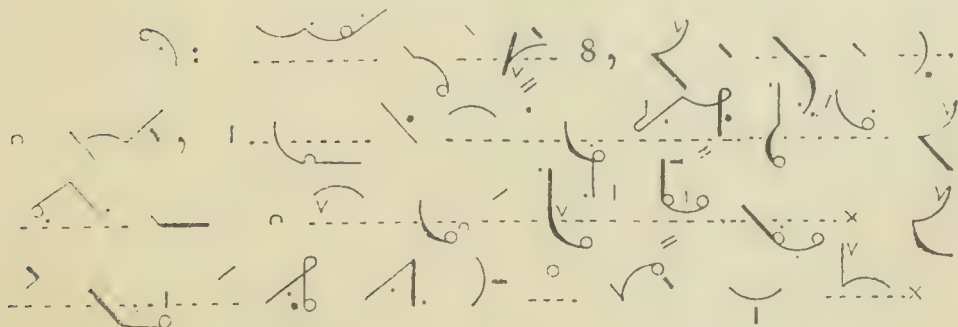
Write in Shorthand

Sir:

Those silks you spoke of came to this office today and I shall thus be ready to show them to my customer on Wednesday. He himself comes to see me, because he has to pass my office on his way to the depot. He is a large buyer. I myself had business dealings with him a long time ago. The silk itself is good; all the designs are nice; and so I hope to do a big business with our new shades. I shall see you on Wednesday, when you are in the city for the show.

Exercise 34

Read, copy, and transcribe















Exercise 35*Write in Shorthand*








Sirs:

We received *your* message of Saturday, advising us *of-the* despatch *of-the* six dozen silk ties *and-we* hope *to-receive* these in a few days' time. Our customers are annoyed at-the delay, *and-we-fear we-are* losing business. If-you-are-now ready *with-the* new season's designs in ladies' capes and costumes, *we should* like to see *them*. At-the same time, you-might let us see *any* new designs in belts.

CHAPTER VII













LOOPS ST AND STR

40. A *small loop*, half the length of the stroke to which it is attached, represents *st*; thus  *ache*,  *stake*,  *stale*,  *store*,  *stout*. When written at the *beginning* of a stroke the loop represents *st only*; but when written at the *end* of a stroke it represents *either st or zd*; thus  *coast*,  *accused*,  *mist*,  *amused*. The loop may also be used *medially*, when convenient; thus  *justify*. *Caused* is written  to distinguish it from *cost* .

41. A *large loop*, two-thirds the length of the stroke to which it is attached, represents *str*; thus  *poster*,  *lustre*. The *str* (*ster*) loop must *not* be written at the *beginning* of a word; but it may be employed *medially*, as in  *masterpiece*. The circle *s* may be added to the loops, thus  *coasts*,  *masts*,  *posters*,  *lustres*.

42. The loops *st* (*stee*) and *str* (*ster*) follow the *same rule* of writing as the *circle s*; that is, they are written with a *backward or left motion* (in the *opposite* direction to that taken by the hands of a clock) when attached to *straight strokes*, and *inside curves*. The loops also follow the *same rule* of reading as the *circle s*; so that the loop *st* is always read *first* at the *beginning* of a word, and *last* at the *end* of a word; while the loop *str* (which is never used initially) is always read *last* at the *end* of a word.

43. The following examples will show the similarity between the rules for circle *s* and for the loops *st* and *str*;

thus  *pass*,  *past*,  *pastor*,  *pastors*;  *soup*,
 *stoop*;  *seal*,  *steal*;  *mass*,  *mast*,  *master*,
 *masters*.

Exercise 36

Read, copy, and transcribe

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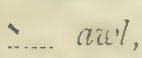
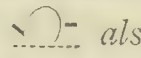


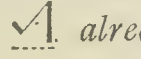
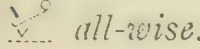
11        

Exercise 37

Write in Shorthand

1. Rusts, mast, mist, paced, raced, faced, best.
2. Stab, steal, sting, stop, stoop, star, stark, stale.
3. Stung, stinging, stoves, steer, west, waste, wastes.

4. Past, pests, tossed, jests, fused, sneezed.
5. Voiced, rejoiced, amassed, August, spaced.
6. Reposed, dismissed, fastest, advised, revised.
7. Rochester, Manchester, musters, ministers.
8. Tasters, coasters, feasters, Bagster, Dexter.




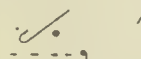



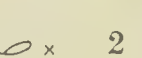

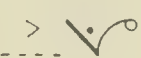

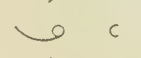
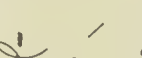
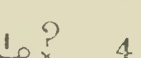


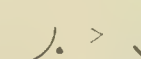

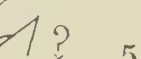

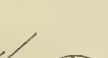
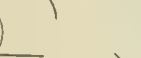
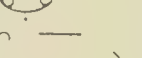



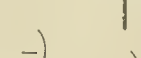


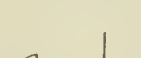

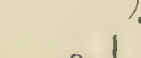
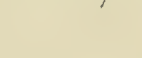
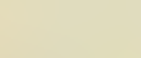



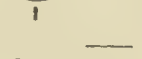
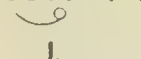


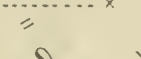
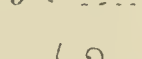


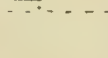
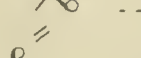
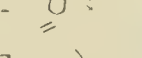
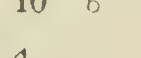

44. The vowel *aw* may be joined initially to upward *l*, as  *awl*,  *also*; and the logogram  *aw* (*all*) may be joined in compound words like  *almost*,  *already*,  *all-wise*.

GRAMMALOGS

 *first*,  *most*,  *influence*,  *influenced*,  *next*.

Exercise 38

Read, copy, and transcribe








1      2      3      4      5      6      7      8      9      10     






Exercise 39*Write in Shorthand***Sir:**







The names of-the vessels are-the "Star" and-the "Chester." The "Chester" goes out on-Wednesday next, the first of July, and-is most likely to-reach Sydney by-the first of August. She-is usually fully booked up on-the passage out. If-you-will-be influenced by our advice, you-will book a passage by-this vessel today. You-must own you have-no time to-waste if-you-are to be in-time to influence Webster and Staveley. The last of-the bales was invoiced today. The rest of-the business can-be discussed when you-come to-the office.





CHAPTER VIII





CIRCLES SW AND SS





45. A large circle at the beginning of a stroke represents *sw*, as  sweep,  swim,  switch; and a large circle at the end of a stroke represents the light or heavy sound of *ss*, as  paces,  raises,  faces,  causes.

46. The circles *sw* (*sway*) and *ss* (*ses*) are written in the same direction as the circle *s*. The *sw* circle can be written only at the beginning of a word, as  sweet; but the *ss* circle may be written in the middle or at the end of a word; thus  necessity,  nieces,  excessive,  cases.













47. When a vowel *other* than short *e* occurs between the consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus  insist,  exist,  desist,  exercise,  exercises,  Colossus.

48. (a) The *sw* circle is employed in *phrasing* to express the words *as we*; thus  as we have,  as we think,  as we can. It is also used in the phrase  as well as.













(b) The *ss* circle is employed in *phrasing* to express the *two s's* in such phrases as  this is,  it is said,  as soon as,  in this city.

(c) The circle *s* may be used instead of the *st* loop in phrases like  it must be,  you must receive,  last time,  next time.

Upward and Downward R

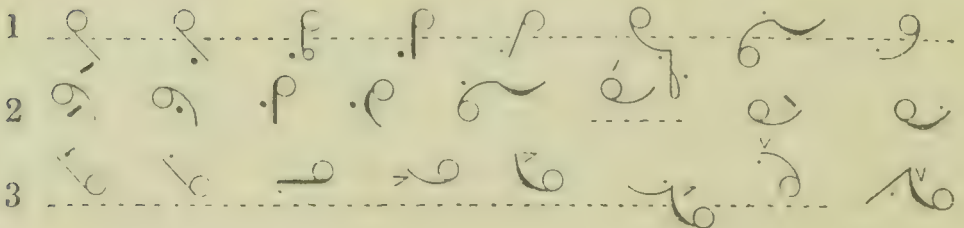
49. To avoid an awkward outline the upward  is written, whether there is a final vowel or not, when *r* follows a straight upstroke, or a left curve and circle like  or ; thus  *rear*,  *aware*,  *officer*,  *viscera*,  *answer*,  *necessary*. Upward *r* is also written in order to avoid three downstrokes, the second of which is not *f* or *v*, as in  *disposer*,  *debar*. Note:  *pinafore*.

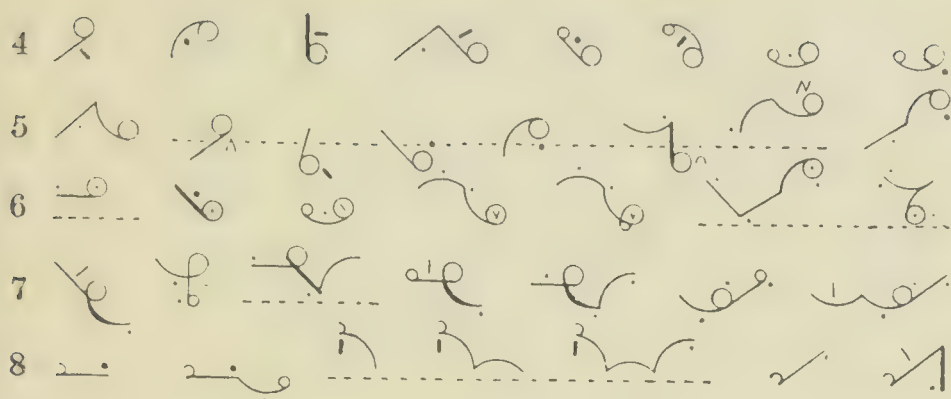
Abbreviated W

50. A *right semicircle* is used as an abbreviation for *w* before the horizontals — *k*, — *g*, — *m*, and before the upward and downward *r*; thus,  *walk*,  *woke*,  *wick*,  *wag*,  *womanly*,  *warp*,  *worm*. The initial semicircle for *w* is always read *first*, so that if a vowel precedes *w*, the full stroke  must be written. Compare  *wake*,  *awake*,  *woke*,  *awoke*.

Exercise 40

Read, copy, and transcribe





Exercise 41

Write in Shorthand

1. *It-is-said the ship "Swallow" is to-sail on Tuesday; but-
this-is wrong, as-we-know she-is still in ballast.*
2. *As-we-have-said, she is-the swiftest, as-well-as-the biggest,
steamer they own.*
3. *As-we-can easily ship all-the cases tomorrow, you-must-be
ready to-mail all-the invoices.*
4. *You-must emphasize the necessity of-the case, and see
to-the boxes being ready in a week.*
5. *It-is-said he refuses to-give us-the allowances on-the pieces
of silk.*
6. *If-he chooses to-resist us, what-can-they do with-the pieces?*
7. *They-may insist on refusing-the laces because of-the ex-
cessive charges, and may ask us to change them, as-soon-
as-they know-the cost.*
8. *You-must-receive a bill, same as last-time.*
9. *The goods were left at our works last week.*

GRAMMALOGS

⌒ themselves, ⌒ ourselves, \ special-ly, \ spcak, \ several.

3. *We-are specially desirous of-having-the new Benson steel tubes put to a test, and-we-think Benson's themselves should see-the test, so they-may see-the fact is-as we say it-is, and-not as-they suppose it to be.*
4. *I-will speak to-the head of-the firm, and suggest a test the week I visit the works at Warminster.*

Exercise 44

Read, copy, and transcribe



Exercise 45















Write in Shorthand











Sirs:






We-have a special sale of essences and candies this week, as-it-is-necessary to dispose of-some of-our stock. As-we-know just what you use, we-can, if-you-like, choose a dozen cases and keep them in store, and you-can take these as-soon-as you-are ready. How-many do-you wish? Shall we despatch a dozen specially nice cases? If-you desire these, you-should wire us on receipt of-this.



CHAPTER IX






VOWEL INDICATION

51. A vowel sign cannot be placed to a circle or loop (see paragraphs 36, 42, 46). It follows, therefore, that when a word *begins* or *ends* with a vowel, a *stroke* consonant must be employed, and not a circle or loop; thus  *ask*,  *assail*,  *asleep*,  *rosy*,  *daisy*,  *dusty*,  *honesty*. Compare these words with  *sack*,  *sail*,  *sleep*,  *rose*,  *days*,  *dust*,  *honest*.








52. A vowel cannot be shown *between the letters* expressed by a *loop*. The *separate* letters, therefore, and not a loop, must be written in such words as  *beset*,  *tacit*,  *reside*,  *pasture*,  *visitor*. Compare these words with  *best*,  *taste*,  *raised*,  *pastor*,  *investor*.








53. The stroke *s* is written at the *beginning* of a word when a triphone immediately follows the *s*, or where the *s* is immediately followed by a vowel and another *s* or *z*; thus  *science*,  *Siam*,  *sighing*,  *saucer*,  *season*.

The stroke *s* is written at the *end* of a word when the syllable *-ous* is immediately preceded by a diphthong; as  *tortuous*,  *joyous*.

54. The stroke *s* is retained in compounds like  *saw-mill*,  *saw-dust*,  *sea-beach*, the vowel sign being placed to the stroke *s* in the root word. It is also retained in derivatives formed by means of prefixes; as  *assailed*,  *unassailed*.

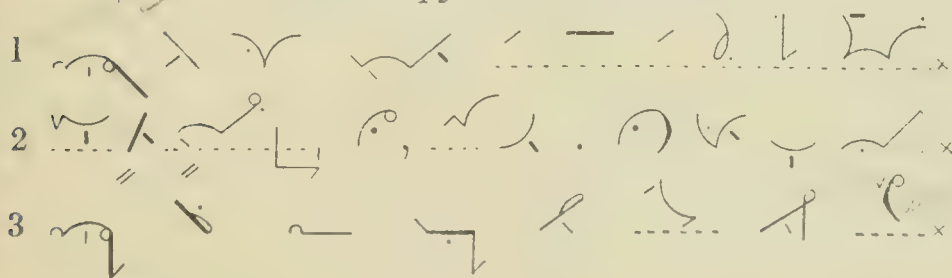
Omission of Vowels

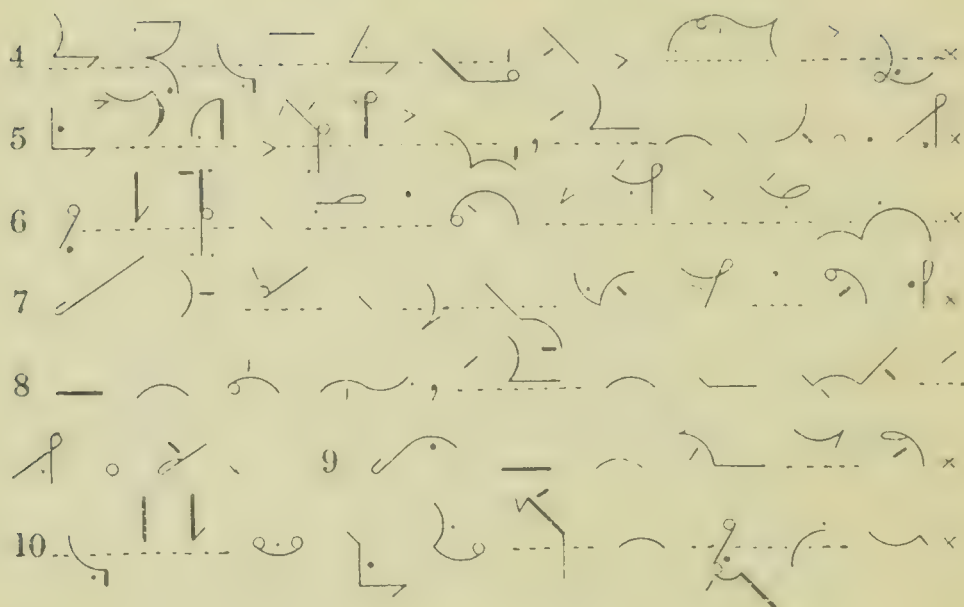
55. It is evident from the foregoing rules, and from the rules for writing *R* (paragraph 16), that the *outline* of a word frequently indicates the *presence* or *absence of a vowel*, and that, therefore, the writer may safely omit an initial or final vowel in very many words. Thus, he need not insert the initial vowel in words like  *ask*,  *assume*,  *arise*, because the outline in each case *indicates* a preceding vowel. Nor need he insert the final vowel in such words as  *dusty*,  *policy*,  *carry*,  *summary*, because the outline *indicates* a final vowel in such words.

56. An *unaccented short vowel*, in the middle of a word, may usually be omitted; thus  *absence*,  *business*,  *customer*,  *resign*,  *delay*,  *officer*,  *disposal*.

Exercise 46

Read, copy, and transcribe





Exercise 47

Write in Shorthand

Sir:

*When can you ship us-the goods we bought last-month ?
 You said we should-have-them by Wednesday, the 10th, at-the
 latest. We-are as busy as-we-can-be just-now, and-the delay
 is causing much annoyance to-our customers, as-well-as loss
 to-ourselves. Are you uneasy as-to-the bill ? If so, we-can let
 you have a check on receipt of-the bill. We rely on-you to
 ship the stoves by an early steamer, and-we assume you-will
 wire us tomorrow*

GRAMMALOGS AND CONTRACTIONS

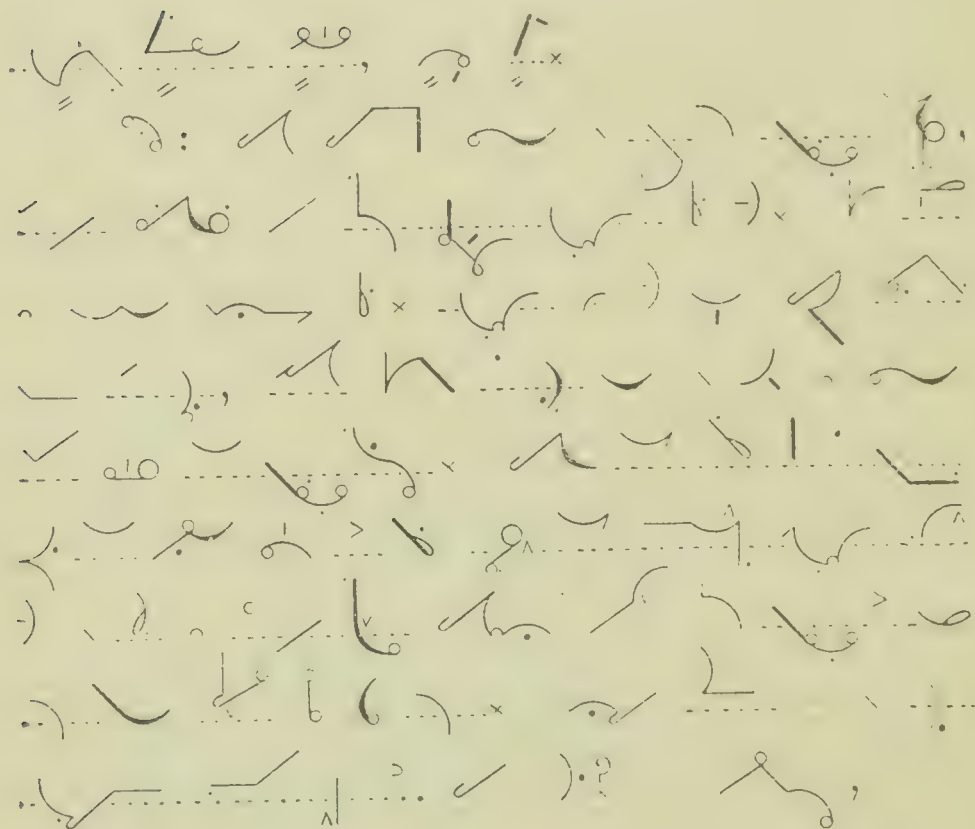
— language or owing, — thing, — young, — anything,
 — nothing, — something.

PHRASES

— yours respectfully, — respectfully yours, — I am
 sorry, — we are sorry, — you may as well.

Exercise 48*Read, copy, and transcribe***Exercise 49***Write in Shorthand*

1. I-am-sorry I-can-do nothing to assist the Society just-now,
as my time is fully occupied.
2. You-may-as-well take up-the language now as next year,
when it-may-be too-late.
3. If-you-are to-make anything of-yourself, you-will-have to-do
something this year.
4. Have-you seen-the new house which Robson has bought in
Wicklów Road ?
5. I-think it-was an unwise thing to buy so large a house
just-now.
6. What-does young Jackson say on-the affair ?
7. Does he think it-was a wise thing to-do ?
8. We-are-sorry to see Walker is to-leave-the city next year.

Exercise 50*Read, copy, and transcribe***Exercise 51***Write in Shorthand***Sirs:**

Each season *in-the* past six years *we-have* bought *your* books of science, *but in* recent months *we-have-thought-the* cost too high. *We* emphasize *this because if-we-are to-make* a success *of-our* business, *the* books must-*be* fairly cheap. *Can you* suggest *how we-may* get-*the* charges reduced, or *can you in-any-way* assist us *in* reducing-*the* cost *of-the* books?

Yours-respectfully,

Exercise 52*Write in Shorthand*






Lacey & Doyle, Toronto, Canada.

Sirs :









We-have-yours of-the 20th, and you-may-rely on-the policy being in-your custody by Saturday. We saw-the assessor a week ago and induced him to-sign-the necessary forms. We-are-sorry to-have-had such a delay in-this-case, but-we-have-had to-move cautiously so-as-to insure success and avoid unnecessary costs.

*Yours-respectfully,***REVIEW**

57. The following is a brief review of the rules given in the last four lessons :
















- (a) The circle *s* is written *backward* to a *straight* stroke, *inside* a *curve*, and *outside* an *angle*.
- (b) The loops *st* and *str*, and the circles *sw* and *ss*, follow the *same rule of writing* as the *circle s*.
- (c) A circle or loop is always read *first* at the *beginning* of a word, and *last* at the *end*.
- (d) A *stroke* consonant must be written when a word *begins* or *ends* with a *sounded vowel*.
- (e) The stroke  is written in the *same direction* as the *circle and curve* which it precedes or follows.
- (f) The word *the* may be joined to a preceding word by means of a light tick.
- (g) The *sw* circle is used in phrasing to express the words *as we* ; and the *ss* circle is used to express the two *s's* in such phrases as  *in this city*.
- (h) Upward *r* is written in words like  *roar*,  *aware*,  *sincere*, in order to avoid an

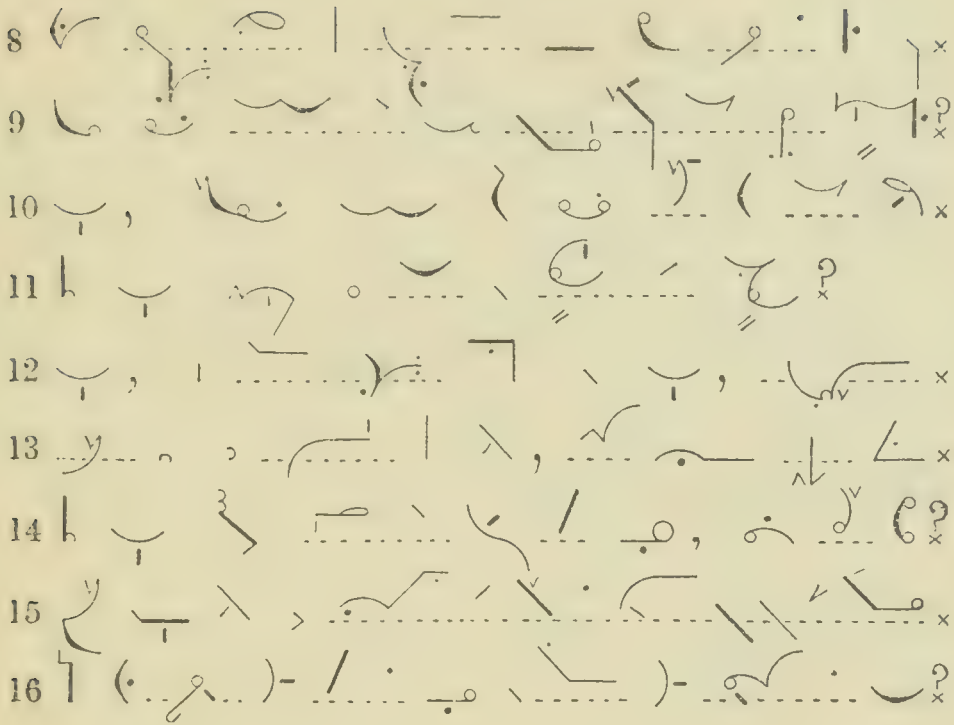
awkward outline. Where *r* follows two downstrokes, the second of which is not *f* or *v*, the upward form is written.

- (i) The abbreviated *w* may be prefixed to — — —, and upward and downward *r*.
- (j) The *stroke s* is the first sign to be written in words commencing with *s-vowel-s* and it is the last sign to be written in words ending with a diphthong followed by *-ous*; as  saucer,  joyous.
- (k) The *initial or final vowel* may be indicated by the outline in such words as  argue,  arrive,  assume,  misty,  jury,  salary.
- (l) An *unaccented short vowel* in the middle of a word may usually be omitted.

Exercise 53

Read, copy, and transcribe

1    —      {       



Exercise 54

Write in Shorthand

1. *It ought-to be our wish to-do all-we-can to assist them.*
2. *Oh ! yes, they-may all come to see us, if-they wish.*
3. *I-shall ask him to-speak to-them, and give them a special lesson when-they come.*
4. *Those-who know-the best say it-is an easy language.*
5. *I-myself have a much different view ; and-I-must own it-was beyond-me to-master it.*
6. *I-shall-be happy to see each boy take a different lesson and-we-shall-see which does-the best.*
7. *We-had almost to force him to use his influence in-the-case, and-I-fear it-is of no use now.*
8. *I-must ask them to-come to-the city themselves and see to-it.*
9. *Can-we-do nothing to assist the lad ?*

10. I-shall-be happy to-do anything you think best.
11. I-must-say I-think-we ought to-do something.
12. I-am-sorry to say you-may-as-well give it up.
13. If-his cousin is to-come also, as-is supposed, I-shall-be most happy.
14. We-are-sorry to know you-are to-leave Wick.
15. We-shall-have to-go ourselves and see young Scott.
16. What-do-you think-they-will-do when-they see we-had to-take a special car?
17. I-think-they-will stay away, because of-the cost.
18. Do-you know-the name of-the vessel in-the dock?

CHAPTER X

INITIAL HOOKS TO STRAIGHT STROKES

58. A small initial hook, written in the same direction as the initial circle *s*, i.e. in the *opposite* direction to that taken by the hands of a clock (left motion), adds *l* to the straight consonants $\diagdown \diagdown \mid \diagup \diagup \text{---} \text{---}$ thus forming a series of *double consonants* ; as

\diagdown	\diagdown	\mid	\mid	\diagup	\diagup	---	---
<i>pl</i>	<i>bl</i>	<i>tl</i>	<i>dl</i>	<i>chl</i>	<i>jl</i>	<i>kl</i>	<i>gl</i>

59. A small initial hook, written in the *same* direction as that taken by the hands of a clock (i.e. right motion), adds *r* to the same consonants, thus

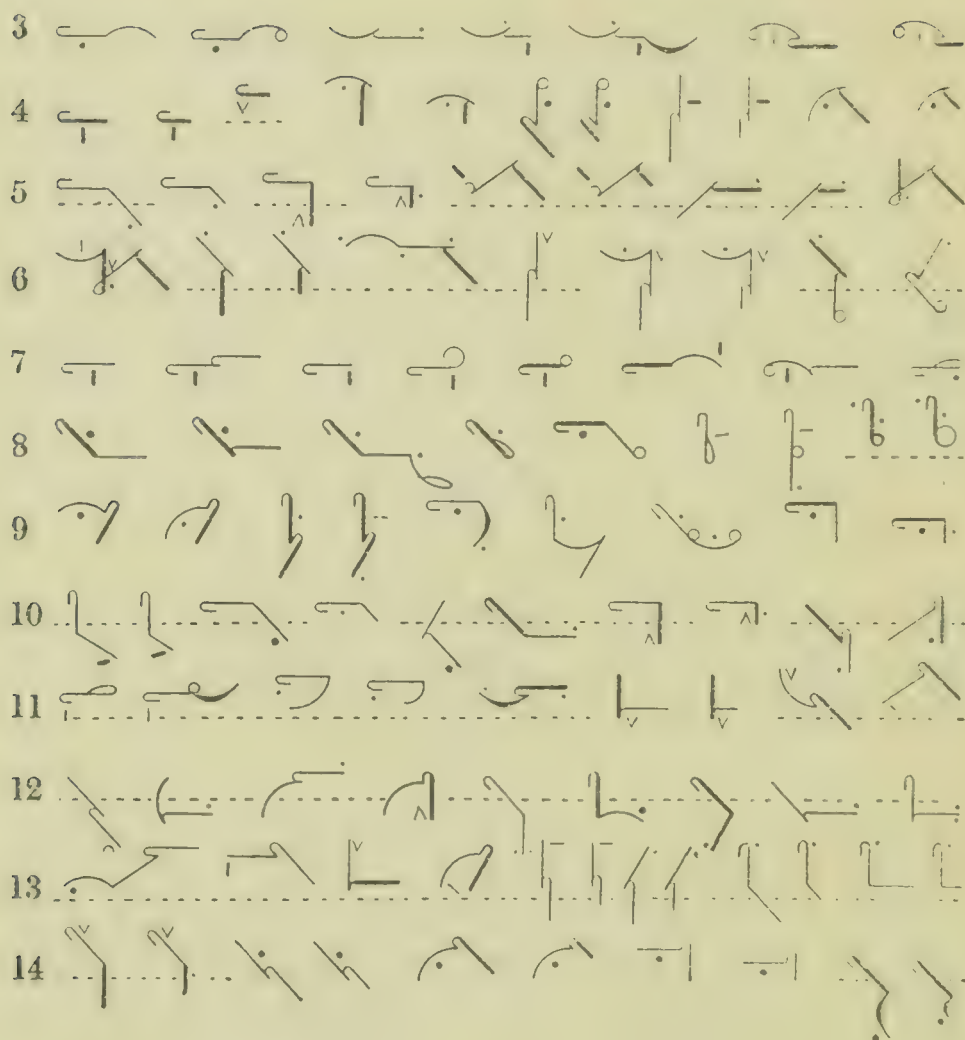
\diagdown (hook)	\diagdown	\mid (hook)	\mid	\diagup (hook)	\diagup	--- (hook)	---
<i>pr</i>	<i>br</i>	<i>tr</i>	<i>dr</i>	<i>chr</i>	<i>jr</i>	<i>kr</i>	<i>gr</i>

60. These double consonants are vocalized and read like single consonants; thus \diagdown *pay*, \diagdown *pray*, \diagdown *prays*, --- *keep*, --- *keeper*, --- *keepers*, \diagdown *bow*, \diagdown *blow*, \diagdown *blows*, --- *cup*, --- *couple*. The hooked forms may represent syllables in words like --- *terminus*, --- *delicacy*.

Exercise 55

Read, copy, and transcribe

1	\diagdown	\diagdown	\diagdown	\diagdown	\diagdown	\diagdown	\diagdown	\diagdown	\diagdown	\diagdown	\diagdown
2	---	---	---	---	---	---	---	---	---	---	---



GRAMMALOGS

3. people, 4. belief or believe-d, 5. tell, 6. till, 7. deliver-ed-y,
 8. call, 9. equal-ly, 10. doctor, Dr., 11. dear, 12. during.

PHRASES

3. by all, 4. at all, 5. Dear Sir, 6. Yours truly.

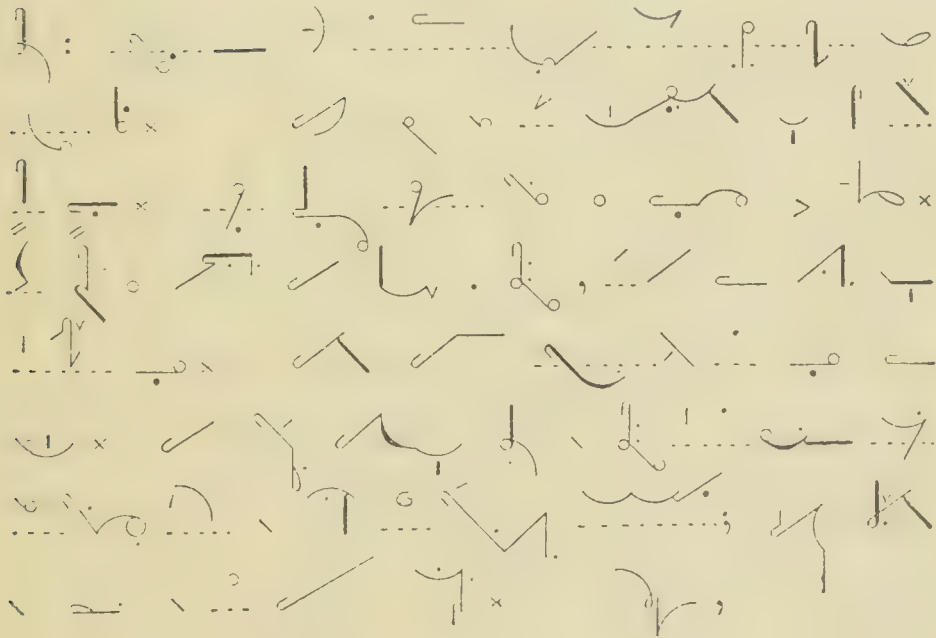
Exercise 56

Write in Shorthand

1. If-you-will apply to Major Gray he-may-be able to-tell-you.
2. The Major's story is believed by-all-the people of-the county.
3. We hope to be-able to-deliver-the cases in a week.
4. We-do our best at-all costs to-make delivery at-the works when promised.
5. Have-you delivered-the blue and black cloth to Briggs and Baker ?
6. Tell-the auditor to take-the ledger and see what Peter owes.
7. What-is-the least price at-which-you-can deliver your brass paste in glass bottles ?
8. We-have despatched samples of cream lace today, and-we-are sorry we-were-not able to-let you have-them till now. We-believe you-can-do no better at-the prices.

Exercise 57

Read, copy, and transcribe



Exercise 58*Write in Shorthand*

Samuel Brooks, Camrose, Alberta.

















Dear-Sir:




May I bring *to-your* notice *the* enclosed price-list *and* samples *of-the* fabrics you saw *during your call* last Wednesday? I-am-able *to-deliver* these *in* blue, black, or gray, *in a* week's time. *The* fabrics *are all equally* durable, *and-they-*have-no equals *in-the-market*. I also enclose a notice *of-my* usual April sale, *and shall-be-pleased to-have-you call and* look at-my stock.














Yours-truly,

CHAPTER XI

INITIAL HOOKS TO CURVES

61. A *small* initial hook adds *r* to curves as follows:  *fr*,  *vr*,  *th r*,  *TH r*,  *sh r*,  *zh r*,  *mr*,  *nr*, as in the words  *offer*,  *ever*,  *author*,  *other*,  *usher*,  *measure*,  *calmer*,  *banner*.

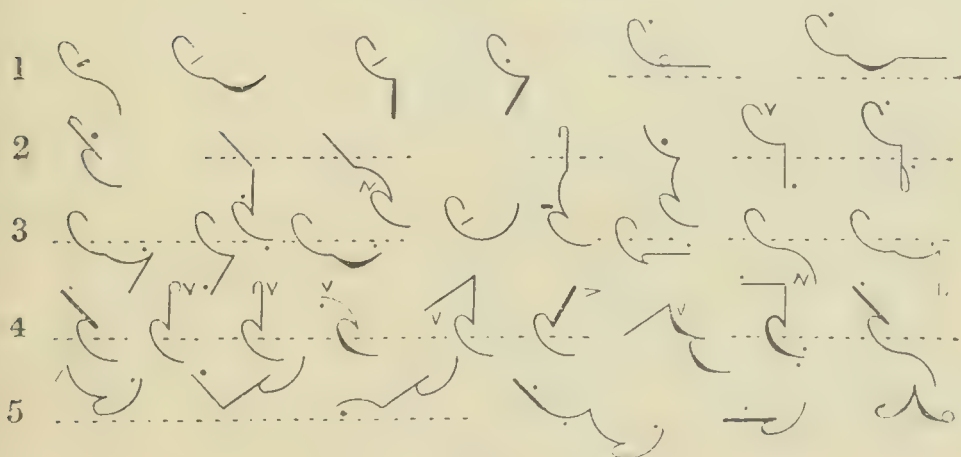
The heavy sign  is employed to represent *ng-kr* or *ng-gr*;  *thinker*,  *finger*.

62. A *large* initial hook adds *l* to curves as follows:  *fl*,  *vl*,  *th l*,  *TH l*,  *sh l* (upward),  *ml*,  *nl*, as in the words  *fly*,  *evil*,  *Ethel*,  *Marshall*,  *camel*,  *panel*.

63. The sign for *sh r* is always written *downward*; and the sign for *sh l* is always written *upward*.

Exercise 59

Read, copy, and transcribe





Exercise 60

Write in Shorthand

1. Frayed, fraud, freed, author, differ, inner.
2. Honor, banner, miner, fisher, primer, aimer.
3. Bunker, thinker, shroud, shrouded, shrank, shrub.
4. Flash, flavor, fled, flask, flap, flank.
5. Bushel, muffle, shrapnel, approval, shrivel.
6. Joyful, reproof, hopeful, heedful, mindful.
7. Tanner, dinner, joiner, liner, fragile, freckles.
8. Driver, drover, shovel, thinner, vainer, froth.

GRAMMALOGS AND CONTRACTIONS

over, however, valuation, more or remark-ed,
 remarkable-ly, mere or Mr., nor, near.

Exercise 61

Write in Shorthand

1. *The remarkable affray is over, and every wise thinker is pleased with-the initial success of-the valuation policy.*
2. *As Mr. Frank Floyd remarked, the effects of an evil measure may last for-ever.*
3. *We saw Mr. Tinker, the banker, in Brewster on-Friday.*
4. *He-was near-the flower shop in Dover Avenue ; but-we-have-seen nothing of-him since, nor-have-we-had any business with-the bank.*
5. *We-know no-more and-have-not asked anybody.*
6. *No, we-had no other talk with Mr. Tinker, beyond a mere remark on-the state of business.*
7. *The banker was remarkably nervous, it-is-said, but brimful of energy, hopeful, and ready, you would think, to conquer any trouble or adversity.*
8. *Oh, yes ; he-was a total abstainer, and drinkers were simply offensive to-him.*

CHAPTER XII

ADDITIONAL SIGNS FOR FR, VR, ETC.

64. The signs \curvearrowright *fr*, \curvearrowright *vr*, \curvearrowleft *th r*, \curvearrowleft *TH r*, are *turned over* to the right to provide additional signs for these double consonants; thus $\curvearrowright\curvearrowright$ $\curvearrowright\curvearrowright$ as in the words $\curvearrowright\curvearrowright$ *fray*, $\curvearrowright\curvearrowright$ *beaver*, $\curvearrowright\curvearrowright$ *throb*, $\curvearrowright\curvearrowright$ *leather*.

65. When standing alone, the left curves for \curvearrowright *fr*, \curvearrowright *vr*, \curvearrowleft *th r*, \curvearrowleft *TH r*, are written if a vowel begins the word, and the right curves $\curvearrowright\curvearrowright$ *fr*, $\curvearrowright\curvearrowright$ *vr*, $\curvearrowright\curvearrowright$ *th r*, $\curvearrowright\curvearrowright$ *TH r*, if a vowel does not begin the word; as \curvearrowright *offer*, \curvearrowright *author*, $\curvearrowright\curvearrowright$ *throw*, $\curvearrowright\curvearrowright$ *throat*, $\curvearrowright\curvearrowright$ *three*.

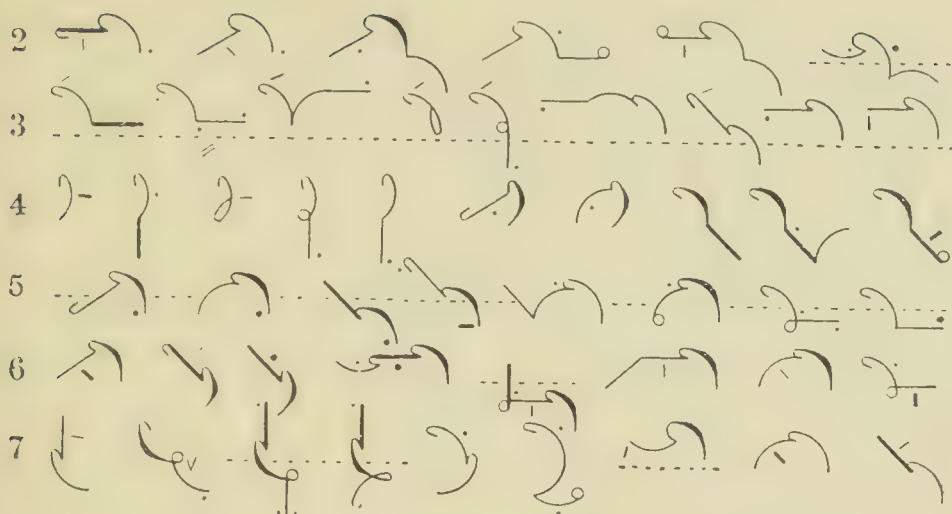
In nearly all cases the right curves $\curvearrowright\curvearrowright$ $\curvearrowright\curvearrowright$ are joined to strokes written *towards the right*, while the left curves $\curvearrowright\curvearrowright$ $\curvearrowright\curvearrowright$ are joined to strokes written *towards the left*; thus $\curvearrowright\curvearrowright$ *proffer*, $\curvearrowright\curvearrowright$ *rover*, $\curvearrowright\curvearrowright$ *average*, $\curvearrowright\curvearrowright$ *Jeffrey*, $\curvearrowright\curvearrowright$ *frame*.

66. The signs \curvearrowright *fl*, \curvearrowright *vl*, are also *turned over* to the right to provide additional signs for these double consonants; thus $\curvearrowright\curvearrowright$ $\curvearrowright\curvearrowright$. The right curves $\curvearrowright\curvearrowright$ $\curvearrowright\curvearrowright$ are used *only after the horizontals* \curvearrowright *n*, \curvearrowright *k* and \curvearrowright *g*, and a straight upstroke like \curvearrowright *r*; as in the words $\curvearrowright\curvearrowright$ *inflame*, $\curvearrowright\curvearrowright$ *cavil*, $\curvearrowright\curvearrowright$ *rifle*, $\curvearrowright\curvearrowright$ *hovel*, $\curvearrowright\curvearrowright$ *Yecvil*, $\curvearrowright\curvearrowright$ *gravel*.

Exercise 62

Read, copy, and transcribe





GRAMMALOGS

\ from, \ very,) therefore,) their or there, \ principle
 or principal-ly, \ liberty, \ member or remember-ed,
 \ number-ed.

PHRASES

\ Very truly yours, \ early reply, \ your reply,
 \ In reply, \ Your favor, \ I am very sorry,
 \ I shall be pleased,) they are, \ I believe, \ in our.


























Exercise 63

Write in Shorthand

1. *It-was, however, through their principal member the firm was able to secure-the business in leather.*
2. *They-are likely to succeed in their attempt.*
3. *It-is very true, but it-seems almost incredible there-should-be such a large-number of-members in-the club.*
4. *I-shall-be at liberty in-our office tomorrow from five o'clock to six, and-I-shall, therefore, be-pleased to see-you if-you-can give me a call.*

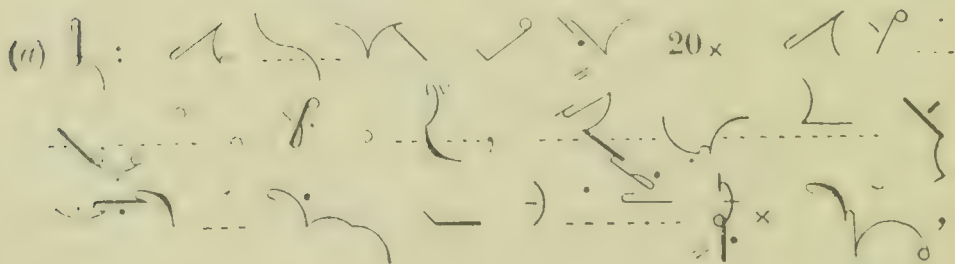
5. I-remember-the cases, which-were numbered 25 to 40.
6. I-have-seen-the packer, too, and he remembered-the numbers easily, and was-not in-the-least uncertain.
7. He agrees with me, and you-may, therefore, take-the numbers as accurate.
8. They-are very easily remembered.
9. We-shall abide by-the law when arriving at-the damage.

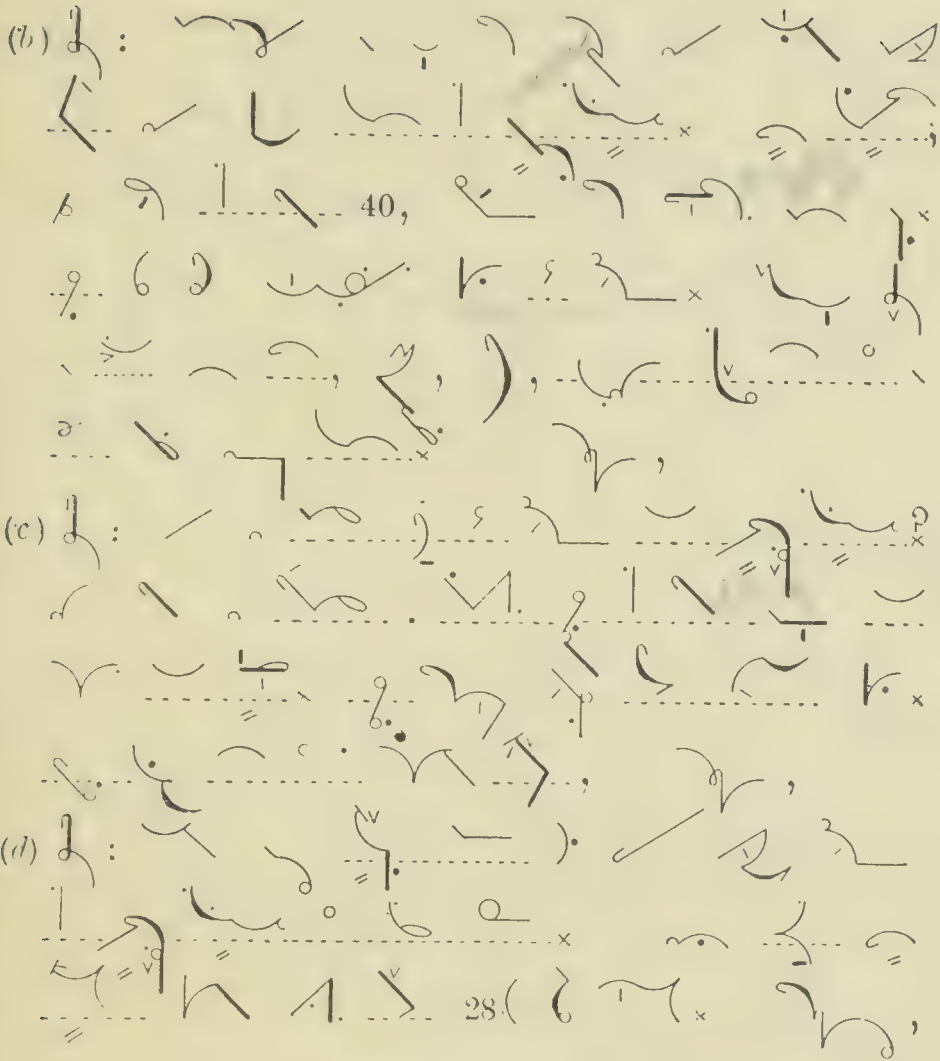
Intervening Vowels Indicated

67. Where necessary, a dot vowel may be shown between a stroke and an initial hook by writing a small circle, instead of a dot, *after* or *before* the stroke; thus  charm,  target,  depart,  challenge,  carpet,  parcel,  dark,  engineer. An intervening dash vowel, or a diphthong, may be shown by writing the vowel or diphthong sign *through*, or *at the end of*, the consonant stroke; thus  George,  portray,  Durham,  course,  ignore,  lecture,  literature,  texture,  Colony,  curtail,  church,  culprit,  record,  tolerate,  culture,  courtesy,  fixtures.

Exercise 64

Read, copy, and transcribe





Exercise 65
















Write in Shorthand













1. Novel, marvel, hovel, ruffles, influx, snowflake.
2. Phrase, phrases, phrased, paraphrase, freeze.
3. Thrice, thrusts, gather, gathered, throngs, wafer.
4. Bather, bother, bothered, Arthur, clever, cleverly.
5. Reefer, briefer, belfry, rover, waver, Waverley.
6. Breather, recover, before, enormous, former, literature.

















7. Go through-the principal avenue, and you-will-see Mr. Parker's works by-the side of-the river.
8. Follow the principles of-liberty through life, and you-will-be a true citizen and a valuable member of society.
9. Look your trouble bravely in-the face, and you-will very-likely discover a way to-conquer it, however severe it-may-seem at-the first.
10. Remember, he who wavers in-his resolve is already almost lost. Your aim is to succeed in-your lessons. You-should-be very firm, and go through-the exercises set for-you as-well-as you-can. They-are specially devised for-you.
11. Do-you remember-the number of Mr. North's house in Waverley Road ?
12. I-know-the price was high ; indeed, it-was too high.
13. The frivolous clerk does-not merit the approval of-his employer. He should remember there-is a time for work, and a time for play, and should-know it-is wrong to trifle during business hours.

CHAPTER XIII

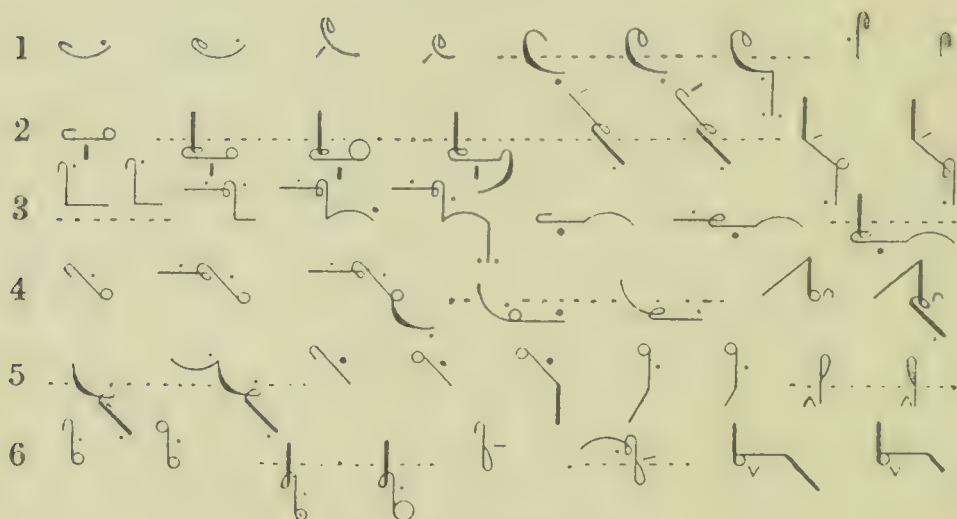
CIRCLES AND LOOP PREFIXED TO INITIAL HOOKS

68. The circle *s* is prefixed to hooked curves, and to straight consonants hooked for *l*, by writing the circle *inside the hook* ; thus  *suffer*,  *sufferer*,  *sever*,  *severance*,  *signer*,  *sooner*,  *civil*,  *civility*,  *supply*,  *supplied*,  *settle*,  *settler*,  *settled*,  *sickle*,  *cycle*.

69. The circles *s* and *sw* and the loop *st* are prefixed to straight consonants hooked for *r*, by writing the circle or loop on the *same side as the hook*, so that the circle or loop may be supposed to include the hook ; thus  *upper*,  *supper*,  *sweeper*,  *steeper*,  *eater*,  *sitter*,  *sweeter*,  *stouter*,  *ochre*,  *soaker*,  *stoker*,  *swagger*.

70. When a circle and a hook occur medially, both circle and hook *must be shown* ; thus  *pastry*,  *prosper*,  *destroy*,  *jack-screw*,  *execrable*,  *clasper*,  *extra*,  *listener*,  *possible*,  *display*,  *peaceful*.
When  or  follows *t* or *d*, it is written thus :  *Tasker*,  *tusker*,  *disgrace*.

Exercise 66

Read, copy, and transcribe

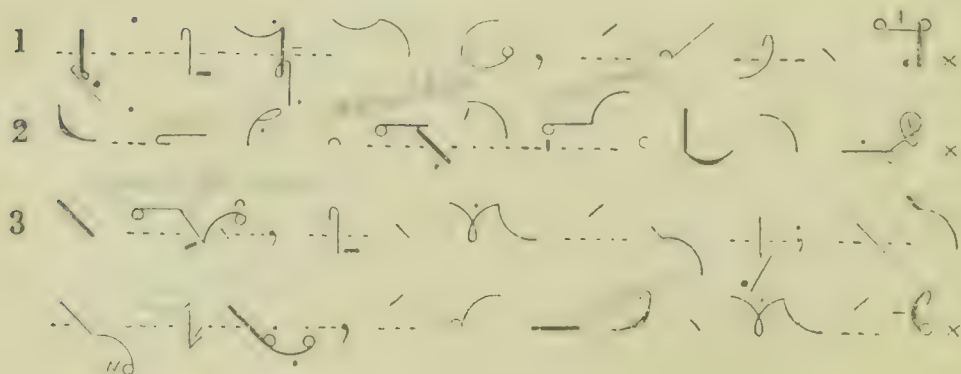
GRAMMALOGS

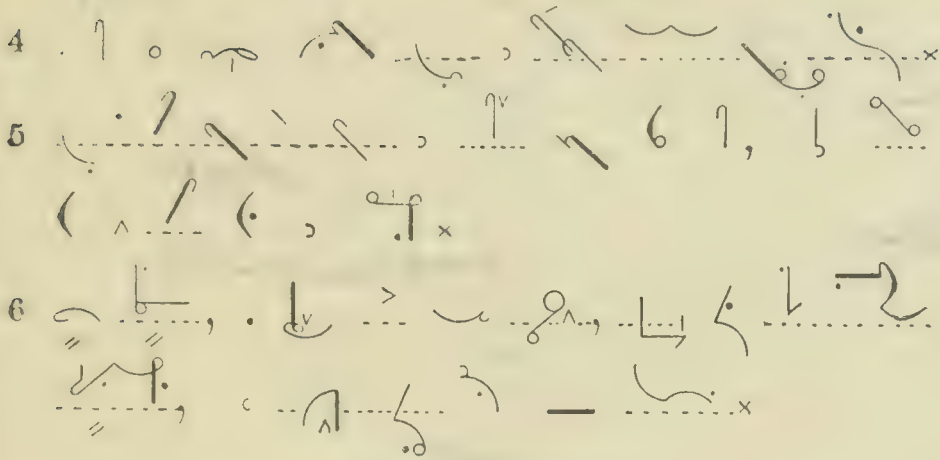
1 truth, 2 larger, 3 largely, 4 care, 5 sure, 6 pleasure,
 7 surprise, 8 surprised.

PHRASES

1 I can assure you, 2 I am surprised.

Exercise 67

Read, copy, and transcribe



Exercise 68

Write in Shorthand

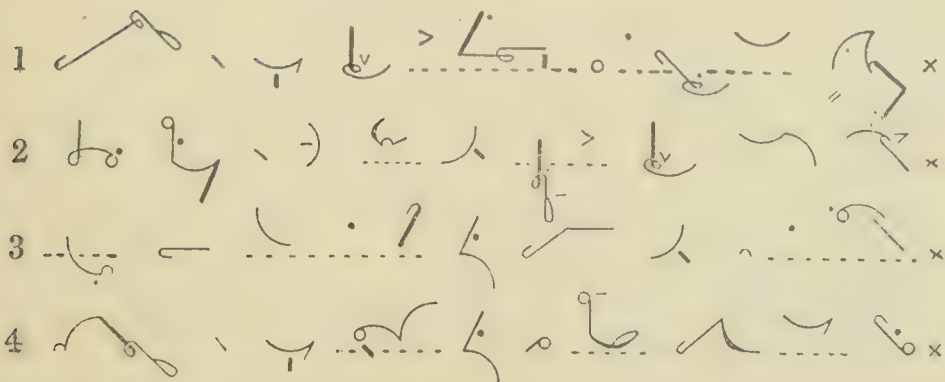
Dear-Sir:

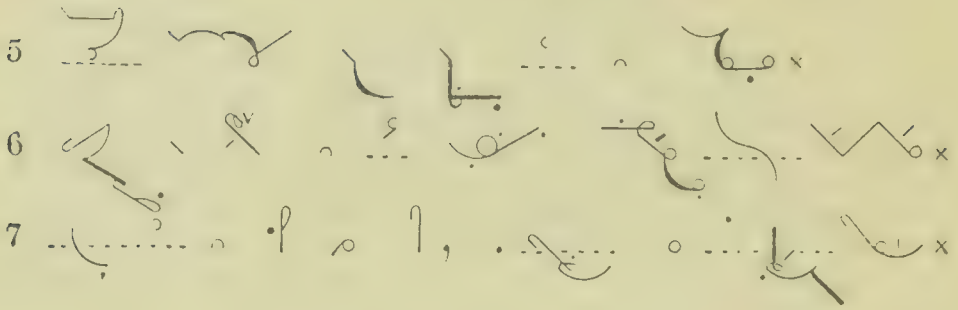
Your bicycles shall-be delivered as early next week as I-can possibly get them out. I-am-sorry I-am-unable to-deliver sooner, and-I-can-assure-you it-would-be a pleasure to oblige-you if-possible. I-am-surprised to know you have still to see-the new saddles, and-I-am mailing you a dozen samples today. These should reach Calgary on-Thursday.

Yours-respectfully, /

Exercise 69

Read, copy, and transcribe














Exercise 70







Write in Shorthand












1. Notice, noticeable, stoke, stoker, stitch, stitcher.
2. Pass, passable, class, classical, bliss, blissful, place, displace.
3. Deceive, deceiver, press, expresses, plies, supplies.
4. Safe, safer, ever, sever, upspring, supersede.
5. Scribe, describe, suit, suitor, spruce, straw, strays.
6. Sad, sadder, upper, supper, supreme, string, strainer.
7. *We-are-sorry to-have to destroy-the claim.*
8. *I-am-surprised you-should discourage it.*
9. *I-can-assure-you I-have-not seen him.*
10. *I-am-sorry to see such a strong case on-the other-side.*
11. *It-may-be a struggle, but-we-shall pull through.*
12. *I-am-sure you would-do nothing dishonorable.*









CHAPTER XIV









FINAL HOOKS N AND F

71. A small final hook, written on the same side as the hook *r*, adds *n* to any straight consonant ; thus  *pray*,  *spray*,  *sprain*,  *tray*,  *train*,  *strain*,  *cray*,  *crane*,  *screen*.

72. A small final hook, written on the same side as the hook *l*, adds *f* or *v* to any straight consonant ; thus  *blow*,  *bluff*,  *clay*,  *cliff*,  *glow*,  *glove*.

73. A small final hook, written *inside* the curve, adds *n* to any curved consonant ; thus  *fain*,  *oven*,  *thin*,  *thine*,  *assign*,  *zone*,  *ocean*,  *mine*,  *known*,  *loan*,  *earn*.

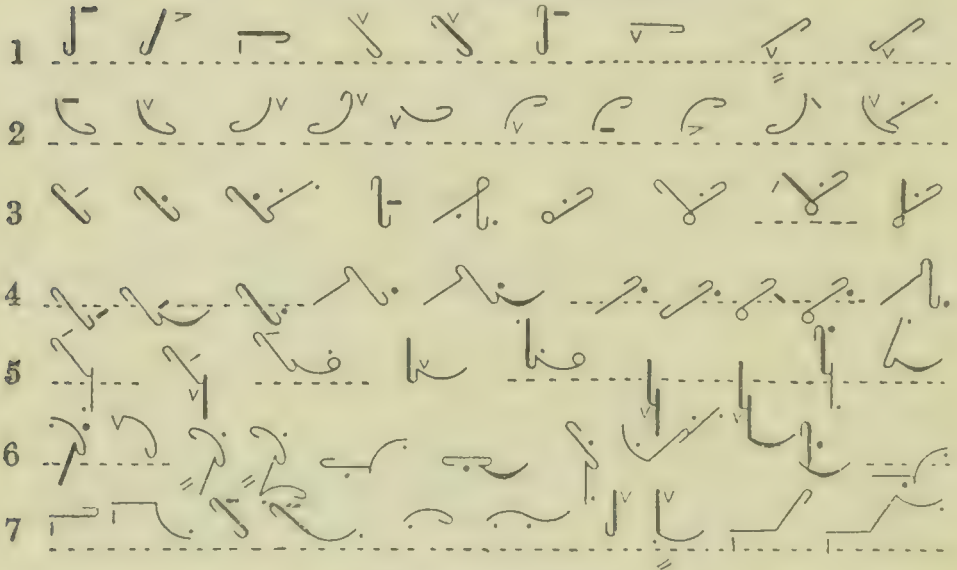
74. The *n* and *f* hooks may be employed medially when they join easily with the following stroke ; thus  *punish*,  *training*,  *coining*,  *runner*,  *paving*,  *diphthong*,  *chafing*,  *referee*.

75. When a word ends with a *sounded vowel*, a stroke consonant must be written ; thus  *pony*,  *deny*,  *honey*,  *puffy*,  *coffee*,  *funny*,  *shiny*,  *money*. The student should refer again to paragraph 55, when he will see that what is there said with regard to *vowel indication* applies to the present paragraph also. The stroke *r*, when finally hooked and following a stroke

consonant, is generally written upward; as ∇ *born*, ∇^v *turn*, ∇^v *adjourn*, ∇^v *corn*, ∇^v *turf*, ∇^v *scarf*.

Exercise 71

Read, copy, and transcribe



GRAMMALOGS

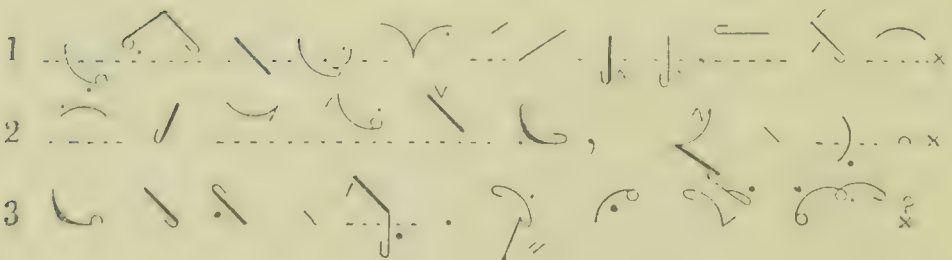
∇ *been*, ∇ *general-ly*, ∇ *within*, ∇ *southern*, ∇ *northern*.

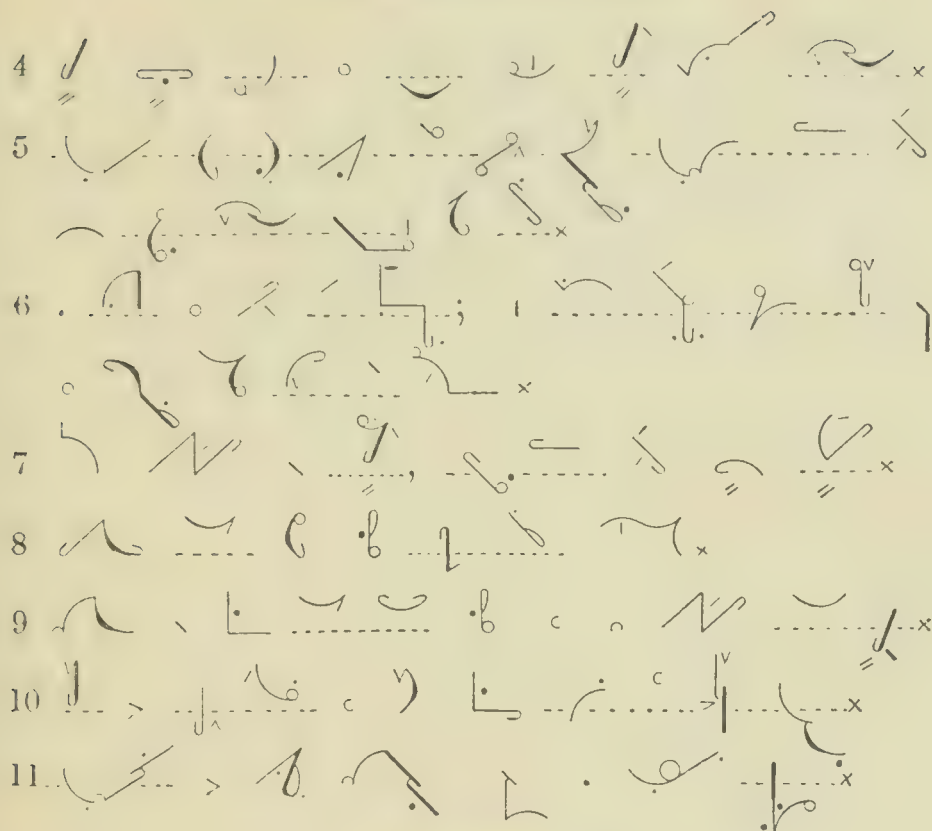
PHRASES

∇ *referring to your favor*, ∇ *referring to yours*,
 ∇ *best class*, ∇ *had been*, ∇ *have been*.

Exercise 72

Read, copy, and transcribe





Exercise 73

Write in Shorthand

(a) *Mr. David Green, Mackenzie House, Ottawa.*

Dear-Sir: Referring-to-yours of June 24, we-are-pleased/with-the proof of-your activity, and-trust your Ottawa visit may turn out even more profitable than you imagine. We-are obtaining today the sample of table linen for-which-you ask. We-enclose a small length of fancy satin ribbon, which-you-will-please add to-your other samples. We should like you to-make a special call/upon Thornley & Craven. We-have-done nothing with-them since-the beginning of-last-year, and-we happen to know their general business is remarkably brisk just-now.

Yours-truly,

(b) *Mr. Henry Canning, Vancouver.*

Dear-Sir : We-enclose price-list of-our new " Boston Flyer " air-machine, a machine which-is far in advance of any make we-have yet sold. The cheap machine to-which-you-refer is a foreign one, which-we decline to-keep in stock. We-prefer to offer nothing but-the best-class. Our local agent is very often near your-place, and-we-shall ask him to-ca'll upon you and explain more fully all-we claim for-the " Boston Flyer."

Respectfully-yours,

Exercise 74

Read, copy, and transcribe






Exercise 74 consists of 10 rows of shorthand symbols. Each row contains a series of symbols, some of which are numbered 1 through 10, indicating specific symbols to be read, copied, and transcribed. The symbols include various letters, punctuation, and decorative flourishes, some with numbers 1 through 10 indicating specific symbols.











Exercise 75*Write in Shorthand*









1. Wooden, maintain, bacon, taken, spoken, restrain.
2. Abandon, banish, opening, winner, millinery.
3. Cuff, buff, dove, chief, rave, calf, serf.
4. Striving, driving, provoke, defeat, defeated.
5. Balloon, Japan, flown, kitchen, coffin, disdain.
6. Syphon, saloon, none, spurn, marine, churn.
7. *If-you-labor beyond your strength you-will-have to see-the doctor, and pay for-your fault.*
8. *Ask your cousin Fanny to favor us with a song.*
9. *I-am-sure you-will like French when you begin to-learn it.*
10. *Would you care to take-the chair at-the gathering?*
11. *I-think-the General was within a mile of-the town.*
12. *We often go down to see Dr. Sutton on-the beach at Nanaimo.*










CHAPTER XV




CIRCLES AND LOOPS ADDED TO HOOKS N AND F

76. A circle or loop is added to the hook *n*, attached to *straight* consonants, by writing the circle or loop on the *same side* as the hook ; thus  *Dan*,  *dance*,  *dances*,  *danced*,  *Dunster*.

77. A *medial* circle represents *s* or *z* *only* ; so that when *ns* occurs in the middle of a word, *both letters must be shown* ; thus  *dancer*,  *Spencer*,  *ransom*,  *winsome*,  *pencil*,  *density*,  *cancer*,  *fencer*,  *rancid*,  *ransack*.

78. The circle *s* is added to the hook *f*, and to the hook *n* when attached to *curved* consonants, by writing the circle *inside the hook* ; thus  *paves*,  *doves*,  *cliffs*,  *serves*,  *fin**es*,  *frown**s*,  *moan**s*,  *loan**s*.

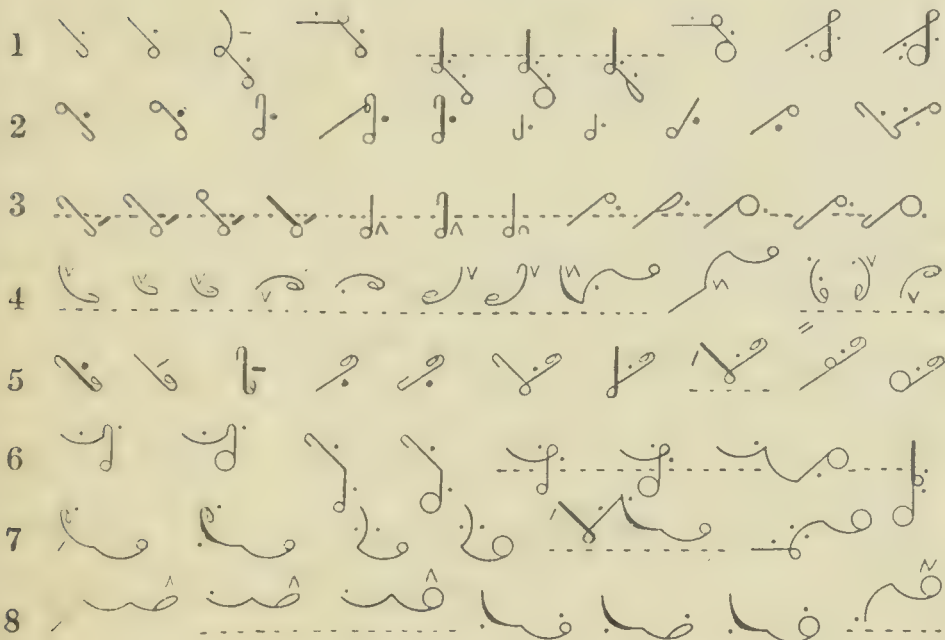
A stroke which is finally hooked may be halved to add either *t* or *d* ; thus  *pain*,  *paint*,  *paints* ;  *fine*,  *find*,  *finds* ;  *wave*,  *waft*,  *wafts*.

79. The sign  *ns* is used to represent the *light* sound of *ns* after a *curved* consonant ; thus  *Vance*,  *romance*. The effect of this rule is that the outlines for related words

of this class are kept regular in construction ; thus *mince*,
minces, *minced*, *mincing*, *fence*,
fences, *fenced*, *fencing*; *lance*, *lances*,
lanced, *lancing*.

Exercise 76

Read, copy, and transcribe

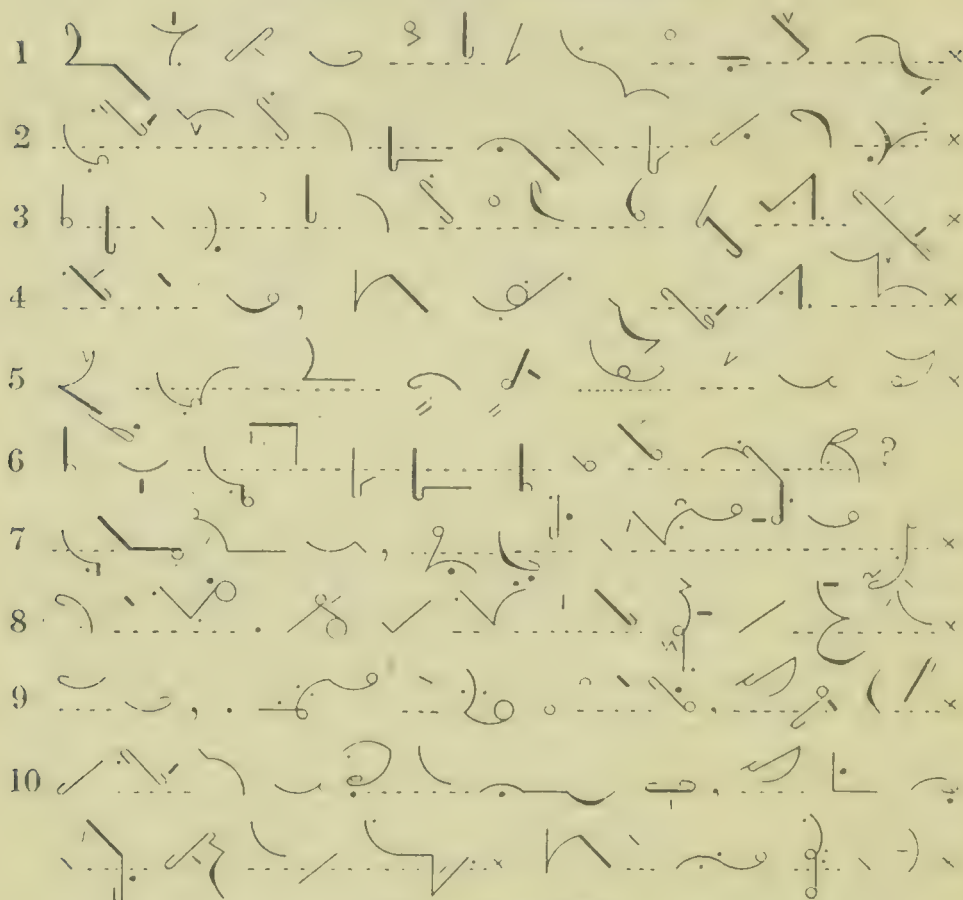


GRAMMAMOLOGS AND CONTRACTIONS

behalf, *advantage*, *difficult*, *difficulty*, *opinion*,
altogether, *together*, *insurance*.

PHRASES

out of, *which have*, *at once*, *first class*, *for*
the first time, *from first to last*, *in the first place*.

Exercise 77*Read, copy, and transcribe***Exercise 78***Write in Shorthand*

- (a) *Mr. Graves has, from-first-to-last, given preference to-the new scheme of insurance for private residences. It-is a first-class office, and, if-you approve, he states it-would-be an advantage for-you to take-out a policy now. There-is-nothing difficult to arrange, and you-will-have-no difficulty in obtaining references, should you desire them.*
- (b) *It-is, above all, necessary to-exercise vigilance in-the avoidance of-risk in-this insurance business, and-with*

all deference to Mr. Graves, I-disagree with-his opinion.

In-the-first-place, he-is wrong in placing all-his risks in-one office ; and, then, for-the-first-time during-the years I-have-known him, he-has, in-this-instance, dispensed with-the care he usually displays. I-think he-is altogether wrong.

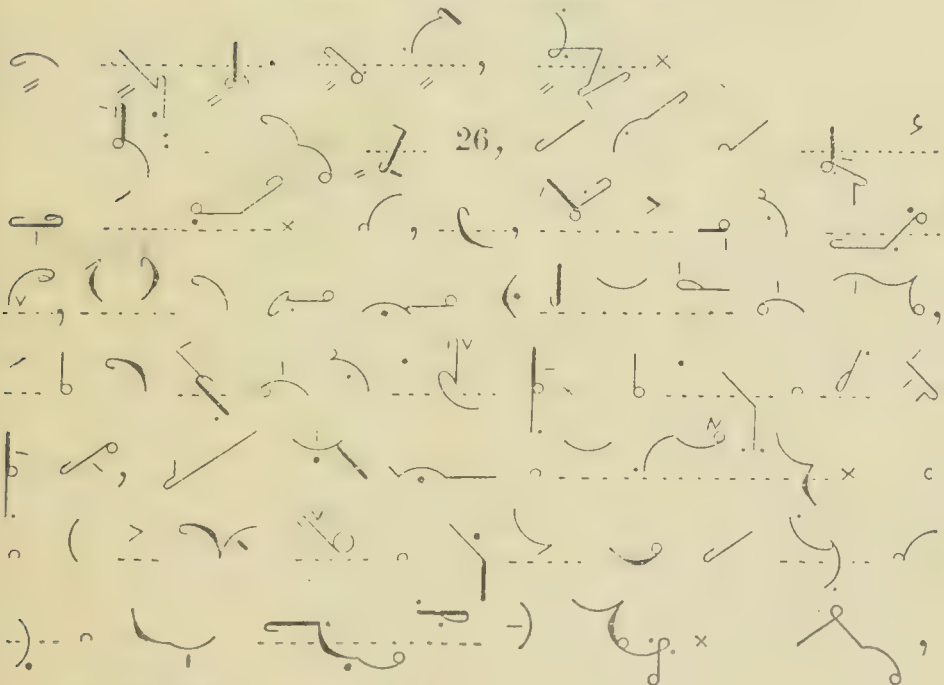
(c) *It remains to be-seen how-the lancer acts with-the reserves.*

If-he does-not show prudence, he-will-have to put up with-the rebuffs of-his fellows. He deserves success, and-if-he observes what I-have advised him; and proves his bravery, he-will soon win it and regain his post.

(d) *The substance of-the charge against the man was gone into, and it-was shown he-was merely guilty of-imprudence. Up to-the spring, he had borne a first-class name. He and Jones were together at-the review at Dunster Green.*

Exercise 79

Read, copy, and transcribe



Exercise 80*Write in Shorthand*





1. Bounce, bounced, bounces, trounce, trounced, trounces.
2. Bronze, bronzed, bronzes, prance, pranced, prances.
3. Hence, cleanse, cleansed, cleanses, disdain, disdained.
4. Alliance, flounce, flounced, flounces, fenced, silenced.
5. Cleaves, grooves, starves, motives, sheriffs, tariffs.
6. Thrones, zones, lens, lend, lends, veins, nouns.
7. *Mr. James Burns, Windsor.*
































Dear-Sir :

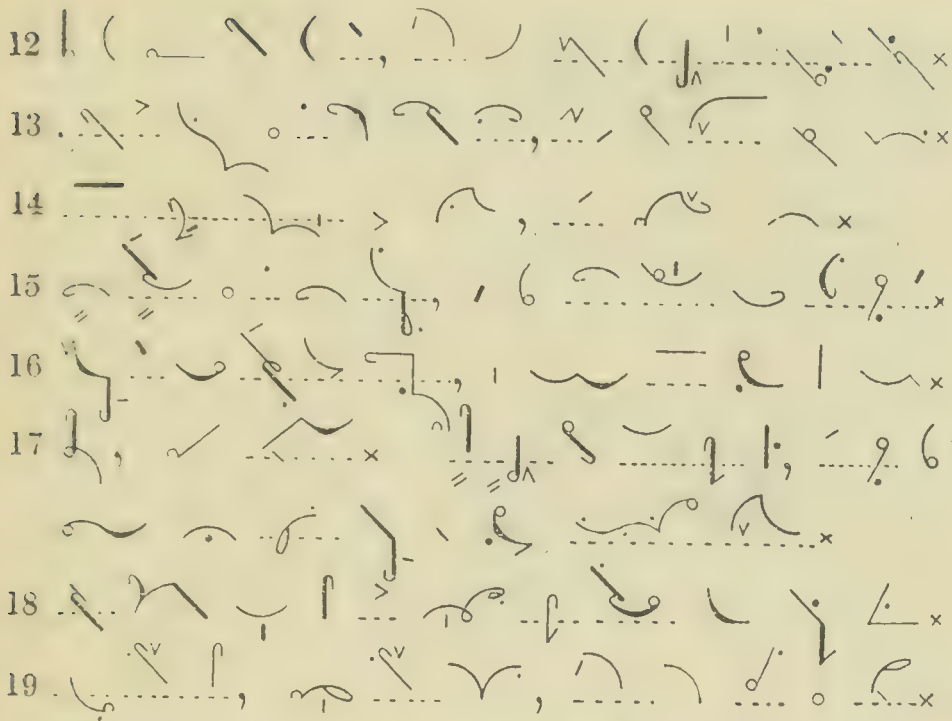
We ask your acceptance and perusal of-the enclosed price-list of first-class bulbs from British firms, which-we-are-now ready to offer our clients at-prices far below those usually paid for foreign bulbs. Our customers have our assurance as-to-the general excellence of-these bulbs, and-they-may place-the utmost reliance on-our guarantee. It-has-been our aim, from-first-to-last, to-gain a good name for bulbs of-the finest stock, and-we-believe we-have-done this. May-we deliver-you samples ?

REVIEW

80. The last six lessons may be summarized as follows—

- (a) The hooks *l* and *f*, when attached to *straight strokes*, are written in the *opposite direction* (left motion) to that taken by the hands of a clock ; as  *bluff*,
 *cliff*.
- (b) The hooks *r* and *n*, when attached to *straight strokes*, are written in the *same direction* (right motion) as that taken by the hands of a clock ; as  *brain*,
 *crown*.

- (c) The hook *l*, when attached to a *curved consonant*, is a *large initial hook* ; as  *fled*. The right curves   may be written only after *k, g, n*, or a straight upstroke.
- (d) The hooks *r* and *n*, when attached to a *curved consonant*, are *small hooks* ; as  *frown*,  *shrine*.
- (e) The sign  represents the sounds *ng-kr* or *ng-gr* ; as  *banker*,  *finger*.
- (f) When standing alone, the left curves     are used if a *vowel precedes*, and the right curves    if a vowel does *not* precede ; as  *offer*,  *author*,  *fray*,  *throw*.
- (g) As a rule, the *right curves*   etc., are joined to strokes written *towards the right*, while the *left curves*   etc., are joined to strokes written *towards the left* ; as  *wafer*,  *waver*,  *Jeffrey*,  *average*.
- (h) A dot vowel may be shown between a stroke and an initial hook by writing a small circle *after or before* the stroke. An intervening dash vowel, or a diphthong, may be shown by writing the vowel or diphthong sign *through*, or *at the end of*, the hooked stroke.
- (i) The circle *s* is prefixed or affixed to *hooked curves* and to *straight strokes* hooked for *l* or *f*, by writing the circle *inside the hook* ; thus  *suffer*,  *moans*,  *supply*,  *griefs*.



Exercise 82

Write in Shorthand

1. *Shall you be in Camden this year or next?*
2. *Has your young brother done anything with-the French language yet?*
3. *How-much is owing on-the things you bought from Cliff's?*
4. *Do-you know anything at-all of-the remarkable Mr. Vance, who left-the city last evening?*
5. *Do-you think Mr. France can-be influenced in-his-favor, or is-it now too-late to-move?*
6. *I-am almost sure your Mr. Bright is a mere fraud.*
7. *I-think-it-is very-likely I-shall-be down on-the first of June.*
8. *Our picnic takes place as usual on-the first of next month.*
9. *Do-you think-you-are likely to-come?*
10. *I-shall call and see-you myself when-the time comes near.*

11. *Oh, yes, we-shall provide-the music ourselves, as-is usual.*
12. *I-saw-the truck at-the door half an hour ago.*
13. *We-have-your-favor of August 10, and-we-thank-you for-
your early-reply.*

14. *Dear-Sir:*

*We should like to-receive a copy of-your-latest list of
books suitable for prizes.*

Yours-truly,

15. *Dear-Sirs:*

*I-regret very-much the delay in-the delivery of-your
candies and-preserves, but I-have-had a breakdown in-the
machinery, hence the delay. I-trust you-will-favor me
with your indulgence for a few-days more.*

Yours-respectfully,

16. *Dear-Sir:*

*I-have-yours of-the 16th, and-I-shall-see to-the dispatch
of-the books in-time for-your purpose. I-am-pleased to
know you have-had a busy season.*

Yours-truly,

CHAPTER XVI

FINAL HOOK SHUN

81. A *large* final hook expresses the light or heavy sound of *shun*, however spelled, as: *-tion*, *-sion*, *-cian*, *-tian*, *-sian*, etc. The *shun* hook is written—

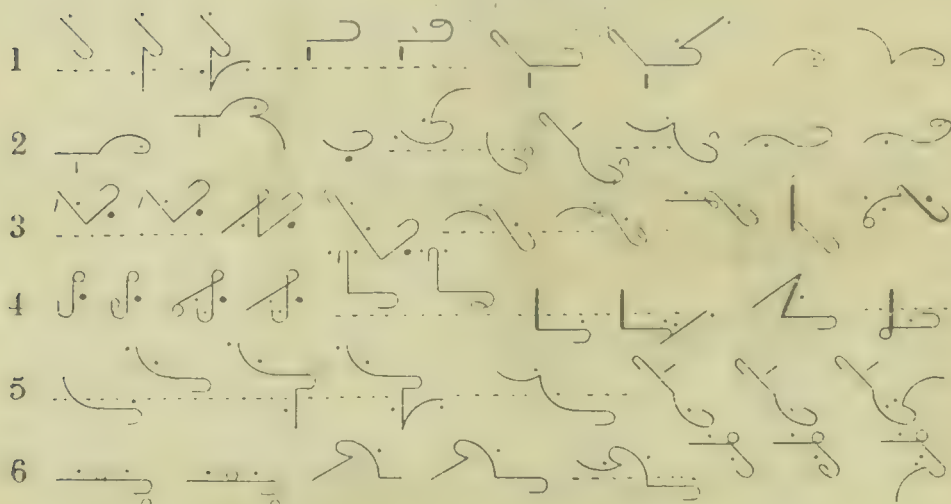
(a) *Inside* curves; thus *fashion*, *invasion*, *nation*.

(b) On the side *opposite* to the last vowel when added to a simple straight stroke *other than* *t*, *d*, or *j*; thus *diction*, *education*, *passion*, *option*, *occasion*, *occasions*, *action*, *actions*.

(c) On the *right* side of simple (that is, not hooked or circled) *t*, *d* or *j*; thus *rotation*, *dictation*, *addition*, *logician*. The last vowel always occurs *after* *|* *|* */* in this class of word, and there is therefore no object to be gained by indicating what is already known. Furthermore, by placing the hook on the right, the hand is carried forward to the next outline.

(d) On the side *opposite* to the hook, loop, or circle when added to a hooked, looped, or circled straight stroke, in order to preserve the straightness of the stroke; thus *oppression*, *attrition*, *depletion*, *deception*, *suction*, *discussion*.

(e) *Away from the curve*, when added to *k* or *g* springing from the curves *f*, *v*, or upward *l*; thus *fiction*, *navigation*, *location*, *selection*, *selections*.

Exercise 83*Read, copy, and transcribe***Exercise 84***Write in Shorthand*

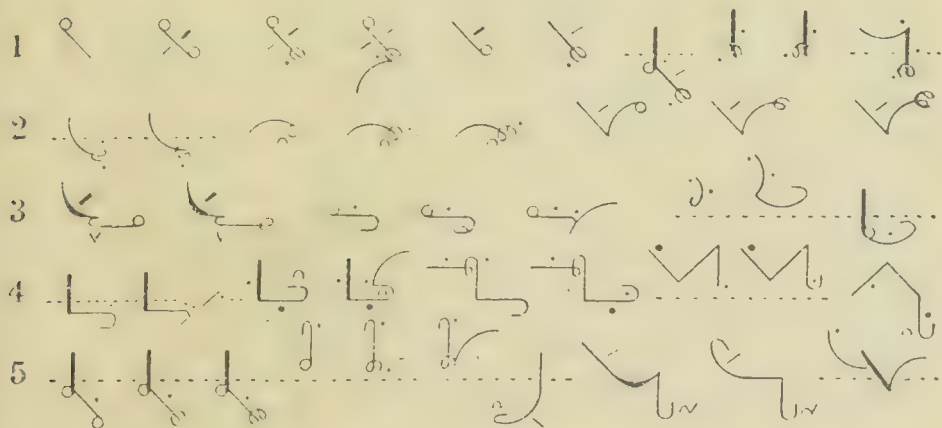
1. Fusion, effusion, infusion, profusion, vision, provision, provisions.
2. Invasion, invasions, mission, commission, commissions, nation, nations, national, nationality.
3. Passion, passionate, passionately, option, options, caution, cautions, precaution.
4. Action, actions, inaction, traction, extraction, extrication, expression, depression.
5. Exception, reception, inception, station, stations, hesitation, penetration, section, dissection.
6. Faction, factions, affection, affectionate, infection, vacation, legation, relegation.
7. Petition, partition, repetition, agitation, imitation, dictation, addition, additions.

82. The sound of *shun* is expressed after the circle *s* by a *small hook*, written on the *other side* of the stroke ; thus

pose, *position*, *dispense*, *dispensation*. A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook ; thus *physician*, *transition*. When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun* ; thus *possessions*, *sensations*. First-place vowels do not occur between *s* and *shun*. The circle *s* may be added to the hook, as in the preceding examples.

83. When a triphone occurs between *shun* and the preceding consonant, the stroke *sh* and the hook *n* are written, and *not* the *shun* hook ; thus *situation*, *tuition*. This does not apply to such words as *punctuation*, *perpetuation*, where, in order to avoid an awkward outline, the large hook is used.













Exercise 85









6. Position, positions, disposition, proposition, propositions, precision, processions.

7. Decision, decisions, vexation, taxation, musician, sensation, sensational, intuition, superannuation.

GRAMMALOGS AND CONTRACTIONS

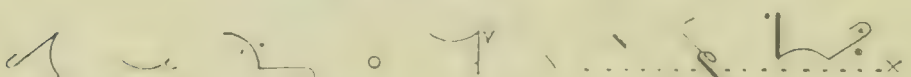


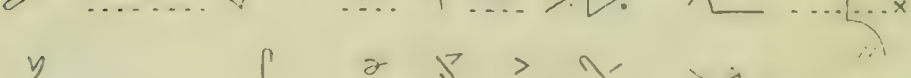
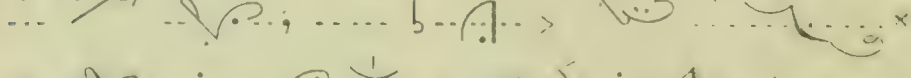

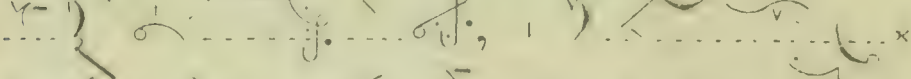

 neglect-ed,  subject-ed,  signify-ied-ficant,
 significance,  signification,  subscribe-d,
 subscription,  balance,  deliver-ance,  dollar,
 knowledge,  acknowledge.

PHRASES

 additional expense,  additional cost,  we are in a position,
 more and more,  less and less,
 facts of the case.

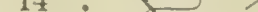
Exercise 86

Read, copy, and transcribe

- 1 
- 2 
- 3 
- 4 
- 5 
- 6 
- 7 
- 8 
- 9 
- 10 
- 11 

12. $\frac{1}{2} \cdot \frac{3}{4} \cdot \frac{5}{6} \cdot \frac{7}{8} \cdot \frac{9}{10} \cdot \frac{11}{12} \cdot \frac{13}{14} \cdot \frac{15}{16} \cdot \frac{17}{18} \cdot \frac{19}{20}$

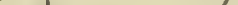

13 

14 

15 .    

16 . 

17. Handwriting practice line featuring various cursive letters and symbols. The letters include 'g', 'h', 'i', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z'. There are also symbols like a heart, a star, and a cross. The letters are written in a cursive style, with some letters having loops and flourishes. The practice line is divided into two rows by a dashed line.

18  19 

20. 

۱۰۰

21) 

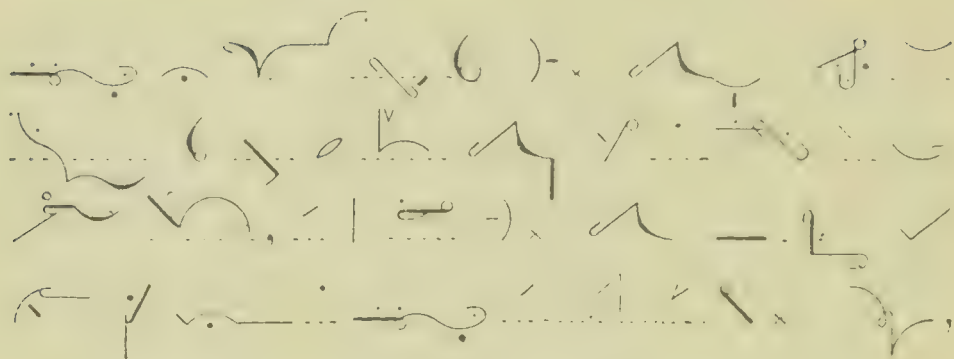
Exercise 87

Read, copy, and transcribe

[illegible]

Handwriting practice lines showing various strokes and symbols, including numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, and punctuation marks like comma, period, and exclamation point.

Handwriting practice lines featuring various cursive and decorative flourishes, including loops, swirls, and stylized letterforms, arranged in two rows on a three-line grid.



Exercise 88

Write in Shorthand

Mr. G. E. Preston, Saskatoon, Saskatchewan.

Dear-Sir:

I-desire to-call your attention to-the balance of \$17.50 due by-you to-the New Dictionary Agency, for commission overpaid. You have already had a thorough explanation of-this balance from Mr. Reeves, and you-are, therefore, in possession of-the facts-of-the-case. I-can see no reason why you-should refuse to settle-the claim, and hope to-receive a remittance by-return.

Yours-truly,







Mr. Harry Jones, Brandon, Manitoba.







Dear-Sir:







On August 20th we-had a note from-you to say we-had charged ten gross escutcheons at \$9 a gross, instead of \$7.50, which-you said was-the price given by-our agent. We-have-had our salesman's price-list in for examination, and-we see there-is-no-such price as \$7.50 for-the-number of escutcheons delivered to-you. In-addition-to-this, he states none at-all was sold at-the-price you-mention. Your supposition, therefore, of an error in billing must-be wrong, and-we-must decline to allow you any reduction. Respectfully-yours,










CHAPTER XVII





COMPOUND CONSONANTS





84. (a) A large initial hook adds *w* to *k* and *g*; thus  *quick*,  *Guam*,  *qualm*,  *quire*,  *request*,  *sanguine*. These strokes are named Kwā and Gwā respectively.



(b) A small initial hook prefixes *w* to upward *l*, while a large initial hook prefixes *wh* to the same letter; thus  *wile*,  *while*,  *wail*,  *whale*,  *weal*,  *wheel*. These strokes are named Wel and Hwel respectively.






(c) Thickening downward *l* or *r* adds *r* (preceded by an obscure vowel) to these letters; thus  *fowler*,  *scalcr*,  *scholar*,  *valour*,  *sharer*,  *snorer*. These strokes are named Ler and Rer respectively.








(d) Thickening *m* indicates the addition of *p* or *b*; thus  *pump*,  *bamboo*,  *empire*,  *embalm*; but when *l* or *r* immediately follows *mp* or *mb*, the simple  is written; thus  *employ*,  *impress*,  *emblem*,  *embrace*. These strokes are named Emp and Emb respectively.









(e) Enlarging the initial hook of *w* indicates the addition of the aspirate *h*; thus  *whistle*,  *whisk*,  *whip*,  *whirl*. This stroke is named Hwā.

(f) The compound consonant  may be hooked for *r*; thus  *scamper*,  *slumber*,  *clamber*.

85. The initial hook in *wl* and *whl* is read *first*; so that if a vowel *precedes w*, the stroke  must be written, and not the hook; as  *awhile*.

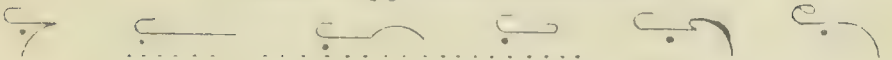
86. The compound consonants  *ler*,  *rer*, must *not* be employed when a vowel follows the *r*; so that the separate consonants are written in such words as  *raillery*,  *foolery*,  *aurora*, etc.

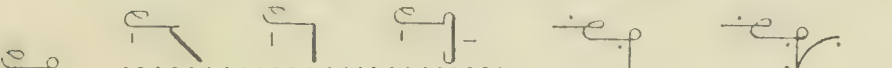
87. It will be seen from the examples given above that the compound consonants     are vocalized like single consonants, and that   are vocalized like  *sl*.

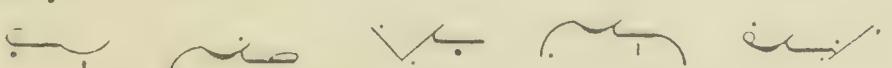
Letter	Character	Name	As in
KW		kwā	quick , request
GW		gwā	guava , lingual
WL	 (up)	wel	wail , unwell
WHL	 (up)	hwel	whale , whelp
LR	 (down)	ler	feeler , nailer
RR	 (down)	rer	poorer , sharer
MP, MB		$\begin{cases} \text{emp} \\ \text{emb} \end{cases}$	camp , embalm
WH		hwā	where , whisk

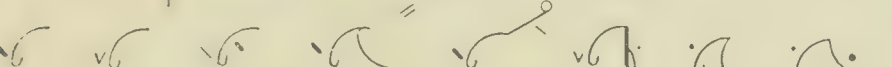
Exercise 89


Read, copy, and transcribe

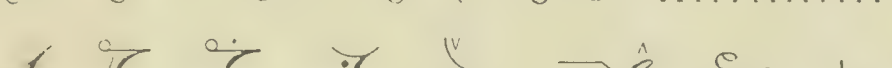
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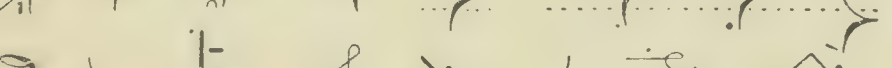
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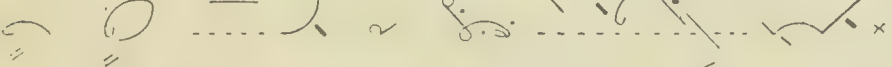
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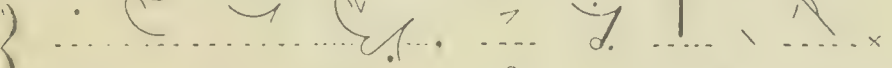
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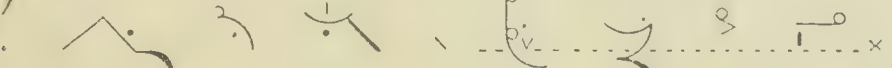
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11 










12 

13 

14 

15 

GRAMMALOGS AND CONTRACTIONS

 important-ance,  improve-d-ment,  impossible,
 whether,  questionable-ly,  yesterday,  January,
 February,  November.

PHRASES

New York, United States, New York City.

Exercise 90

Read, copy, and transcribe

**Exercise 91**

Write in Shorthand

1. *It-will-be impossible to arrange such important improvements for-the first Monday in February.*
2. *You see how important it-is for-you to see Mr. Wheeler.*
3. *I-fear-the importance of-the improvement will-be lost sight of in-the hurry of-the January business.*
4. *January will-be too near Christmas ; we-must unquestionably have-the things done by November at-the latest or we-shall-be left in-the lurch.*
5. *Please state whether you prefer to-come in January or in February.*

6. While *you-are in Quebec, it-will-be an unquestionable advantage for-you to-call on Mr. Fowler, and, as I-said yesterday, he-will-be-able to-tell-you-the cost of-the proposed improvement.*
7. Impress upon *him the simplicity of-the employer's case.*

Exercise 92

Write in Shorthand

Quinn & Fowler, New York City, New York.

Dear-Sirs:

Will-you please deliver to us as quickly as-possible five gross small bottles of-your " Empire " glue? We-are-surprised your traveler has missed us since last January. We-suppose he-has-been nowhere near our town, or he-would-have given us a call.

Yours-truly,






Exercise 93















Write in Shorthand





1. Wolf, wolves, unwell, unwilling, willingness.
2. Wheels, where, whine, whisper, whisker.
3. Tearer, steerer, clearer, sneerer, borer, jeerer.
4. Scholar, foiler, viler, insular, chancellor.
5. Scamp, romp, shampoo, imbued, ambush.
6. Hamper, bequeath, quibble, quire, iniquity.
7. *We-are mailing you-the stamps today.*
8. *At-your-request we-will go to-the inquest.*
9. *Where can-we obtain a ruler like Mr. Wiley's?*
10. *If-you-are unwell, or unwilling to-go, you-may stay away.*
11. *They ought to-impose a heavy fine.*
12. *He struck me with an unwieldy bamboo.*
13. *It-would-be fairer to obtain a new shearer.*

CHAPTER XVIII

TICK AND DOT H

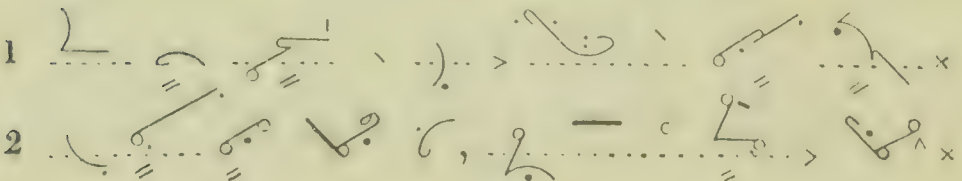
88. It has already been explained (paragraph 16) that the *downward h* is employed when *h* stands alone or is followed by a simple *k* or *g* ; and that in most other cases the *upward* form of *h* is written. When the stroke *h* is used medially, care must be taken to write the circle of the *h* so that it cannot be mistaken for the circle *s* ; thus  *behave*,  *adhere*,  *unholy*,  *unhook*,  *Mohawk*.

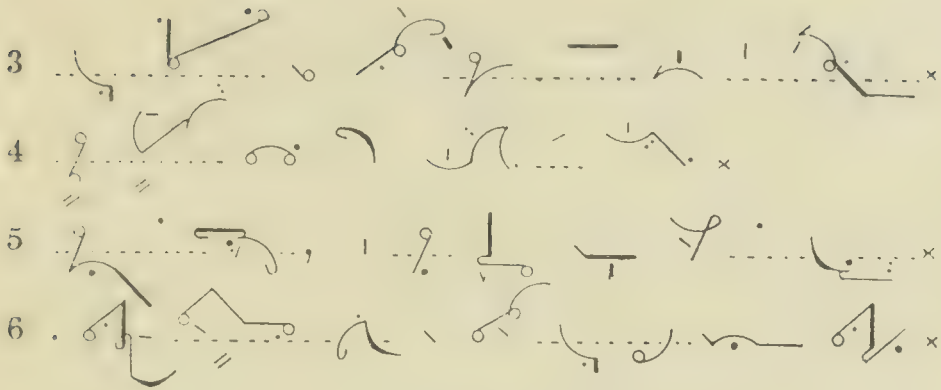
89. The downward *h* is contracted to a mere *tick*, before  (upward) and  , and before the heavy letters,  and  ; thus  *home*,  *hale*,  *hair*,  *hemp*,  *hearer*. The tick *h* is always read *first*, and it is *never* used in the *middle* of a word. It may, however, be employed medially in *phrases* ; thus  in her own,  we have her own,  of her,  to her,  to hear the.

90. When the stroke *h* would be inconvenient, the aspirate may be expressed by a light *dot*, placed *before* the vowel which is to be aspirated ; thus  *manhood*,  *loophole*,  *misapprehension*,  *downhill*.

Exercise 94

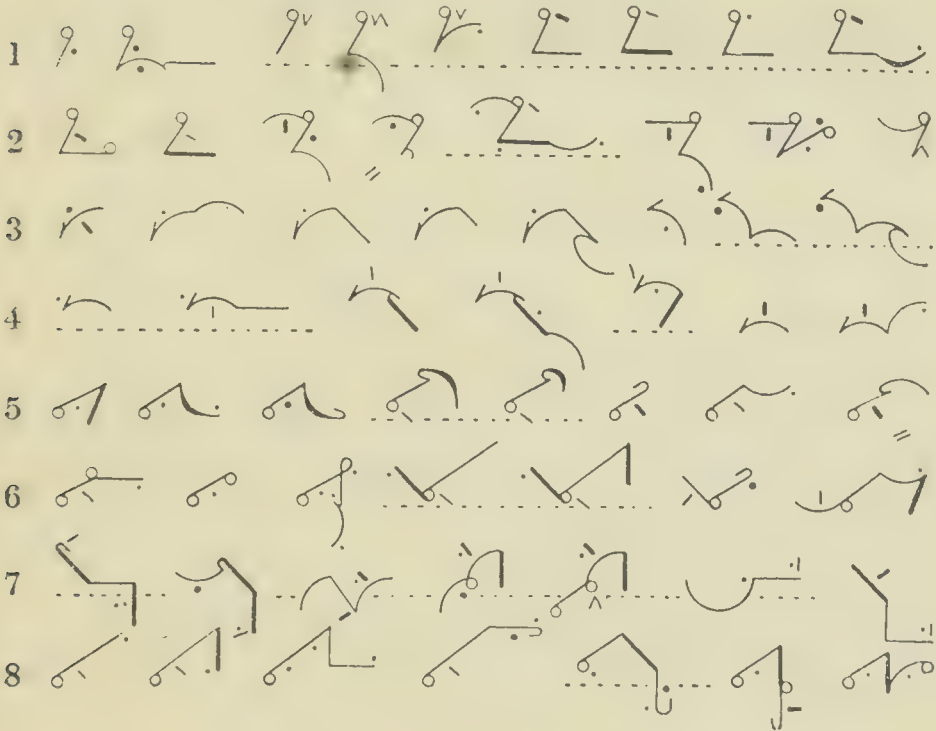
Read, copy, and transcribe





Exercise 95

Read, copy, and transcribe



Exercise 96

Write in Shorthand

1. Hue, hoe, hoax, hock, Haig, hogs.
2. Hall, hull, helper, heal, whole, wholesome.
3. Hire, hirer, herb, hark, hearty, harness.

4. Whom, humane, humanity, hemp, hempen.
5. Haze, hazy, hitherto, heather.
6. Upholster, incoherence, adhesion, boyhood.
7. Mr. Henry Hopkins, King Street, Hamilton.

Dear-Sir :

A sample of a stain which-will give your mahogany a very rich hue was despatched to-you today. We-have-no apprehension of failure in-your-case, because we-do a big wholesale business in-this stain, which-is-in very general use. Joiners, upholsterers, and others use it to improve-the effect when finishing high-class jobs, and-we-can-assure-you-the stain always turns out well. May we hear from-you when-you have given-the sample a test ?

Very-truly-yours,

GRAMMALOGS AND CONTRACTIONS

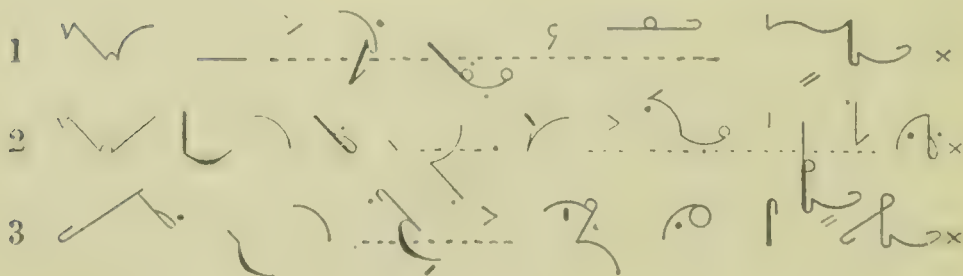
∞ subjective, ⊔ defective, — executive.

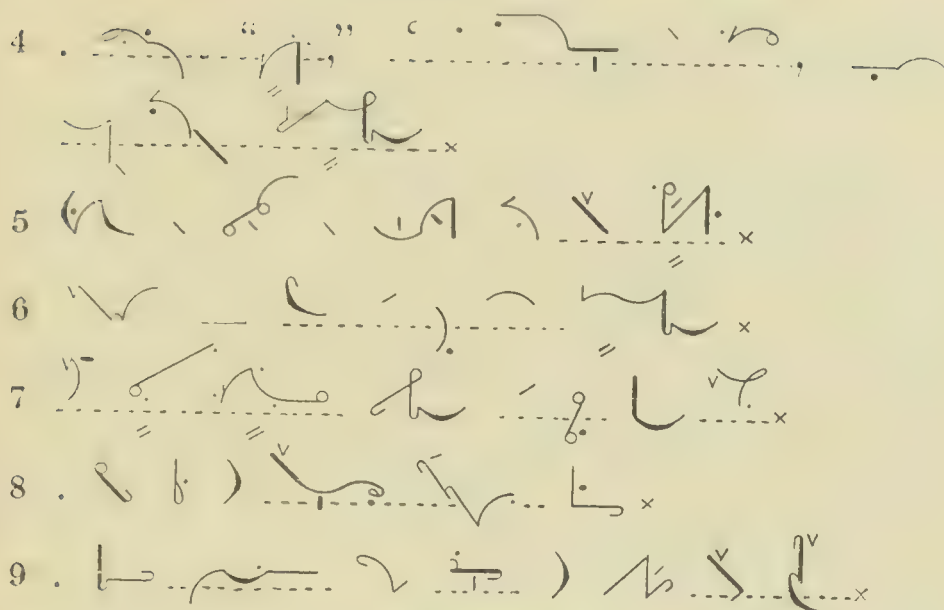
PHRASES

∞ I hope you will, ∞ I hope you will be, Tuesday afternoon, ⊔ yesterday afternoon, ⊔ Wednesday evening.

Exercise 97

Read, copy, and transcribe





Exercise 98

Write in Shorthand

J. Heaton & Sons, Halifax.







Dear-Sirs:















I-wish to ask your acceptance of-the enclosed price-list and illustrations of-my high-pressure hydraulic pump, and-I-hope-you-will-favor me by a close examination of-the same. Should there-be any likelihood of-your being in-this neighborhood during-the-next month, I-hope-you-will give me a call, when I-shall-be happy to show you-the new pruning hook Mr. Heaton spoke of on Tuesday-afternoon last when-we saw him in Hyde Road.






Very-truly-yours,













CHAPTER XIX

UPWARD AND DOWNWARD L

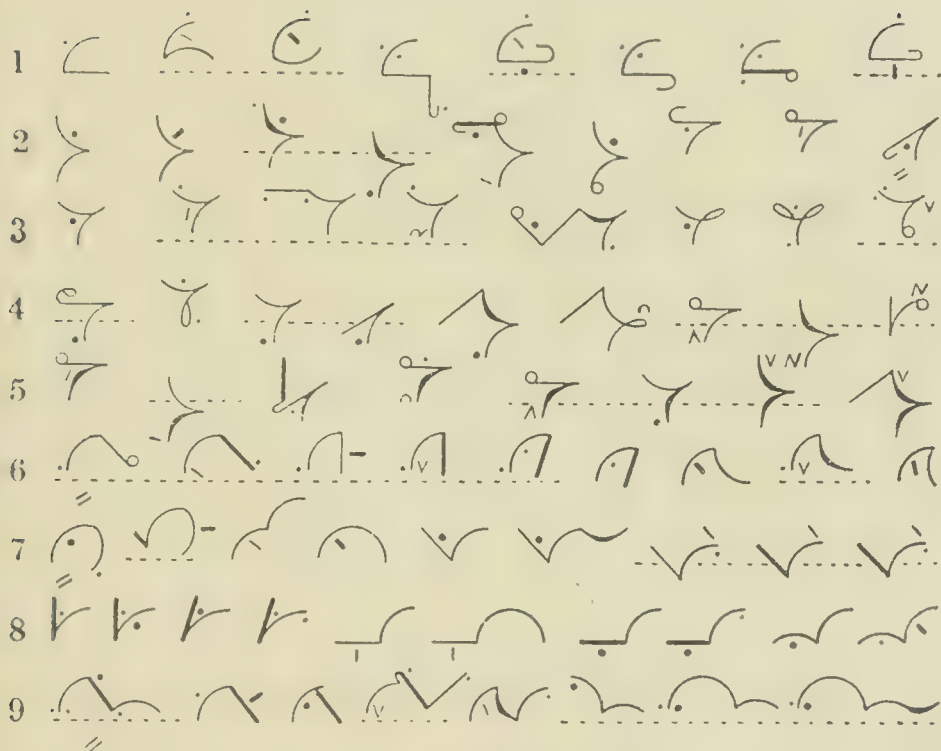
91. At the beginning of a word, *l* is generally written upward ; but when *preceded* by a vowel and *followed* by a simple horizontal letter, it is written *downward* ; so that a downward *l* in such cases indicates the presence of an initial vowel ; thus  *alike*, but  *like* ;  *along*, but  *long* ;  *elm*, but  *lamb*.

92. At the end of a word, *l* is generally written upward ; but after     , and any straight upstroke, it is written *downward* if not followed by a vowel ; so that a downward *l* in such cases indicates the absence of a final vowel ; thus  *full*, but  *fully* ;  *vale*, but  *valley* ;  *scale*, but  *scaly* ;  *squall*, but  *squally* ;  *yell*, but  *yellow*.

93. Final *l* is always written downward after  and  ; thus  *nail*,  *only*,  *wrongly*.




94. The compound consonant  *ler* is used after those letters which would be followed by a *downward l* ; thus  *fuller*,  *valor*,  *scaler*,  *squalor*,  *ruler* ; while the sign  is used after those letters which would be followed by an upward *l* ; thus  *paler*,  *tiller*,  *jailer*,  *cooler*,  *molar*.

The student should also refer again to paragraph 38.

Exercise 99*Read, copy, and transcribe***Exercise 100***Write in Shorthand*

1. Ellis, Ellison, Ilminster, Allen, Allendale.
2. Hilton, Bolton, Transvaal, Kingsley, Barnsley.
3. Newly, Manila, exceedingly, voiceless, facile.
4. Veal, admiral, yell, prevail, reveal, willingly.
5. Veil, fuel, fill, filler, foil, foiler, dual, Powell.
6. Deal, dealer, tall, taller, boil, boiler, pale, paler.
7. Allenby, Nelson, Lincoln, Lancaster, Oliver.
8. Analyze, analyst, analyzing, noiseless, noiselessly.
9. Follow, volley, villa, rally, yellow, villain, felon.
10. Family, sickly, leisurely, Brazil, heavily.

GRAMMALOGS AND CONTRACTIONS

 *subjection*,
  *uniform-ity-ly*,
  *unanimity-ous-ly*.

Exercise 101

Read, copy, and transcribe



they-are sold, because of-the excellence of-the-make and-the reasonable prices at-which they-are produced. We-shall-be-pleased to-tell our traveler to-call-upon you if-you desire it.

Respectfully-yours,

Exercise 103

Write in Shorthand

The Ellison Bicycle Store, Main Street, Moncton.



Dear-Sirs:








The extra long seat pillar for Mr. Lonsdale's chainless bicycle will-be ready by Friday-evening at-the latest, and-will-be-delivered early on-Saturday-afternoon. We-are exceedingly sorry to-learn of-the trouble you have-had through-the delay, but-we-can-assure-you it-is-impossible to-finish the job any sooner.









Very-truly-yours,






CHAPTER XX

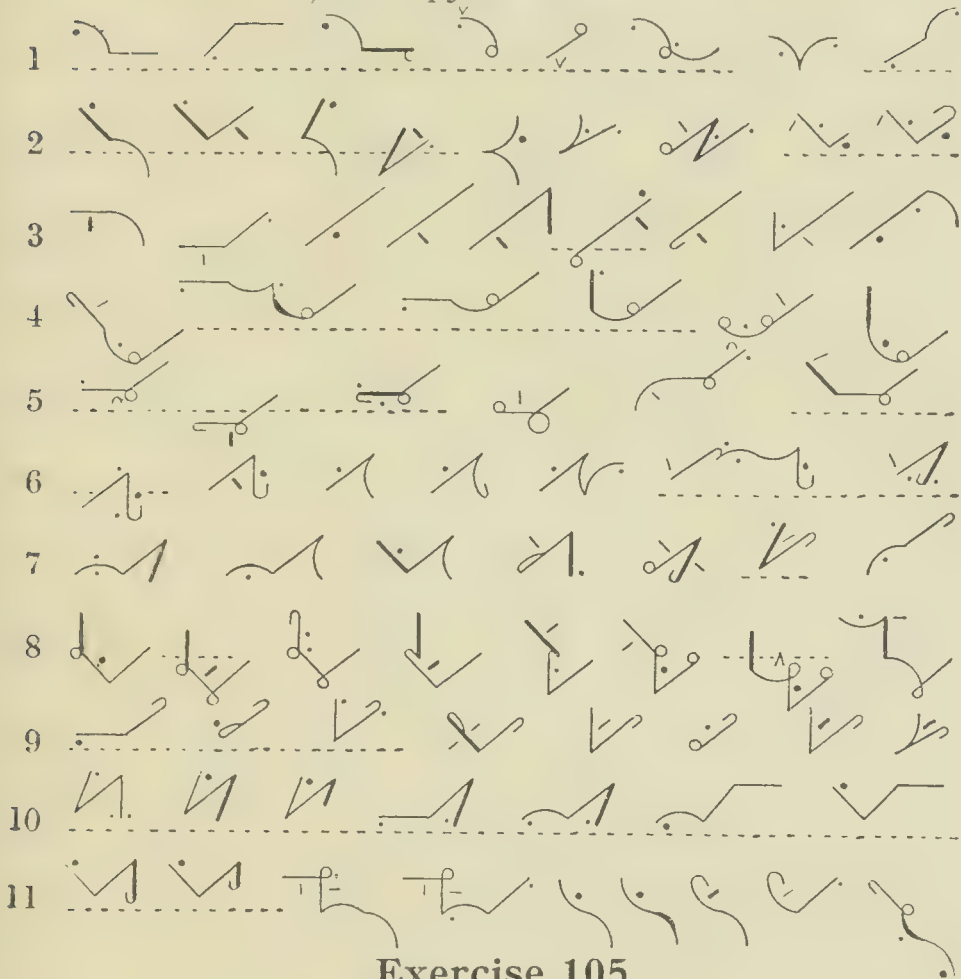
UPWARD AND DOWNWARD R

95. The student has already learned (in paragraph 16) the general rule for the use of the upward and downward forms of *r*, and he has seen (in the same paragraph) that the object of the rule is *vowel indication*. Where, however, this object can be gained only at the sacrifice of ease in writing, experience shows that it is better to make an exception to the general rule, and to use the outline which is more easily written, and, therefore, conducive to speed. Accordingly, it was pointed out (in paragraph 49) that *upward r* is written *after a straight upstroke*, after *ks* or *gs*, *after a curve and circle* like  or , and when following two downstrokes, the second of which is not *f* or *v*.

(a) The *upward* form of *r* is also used irrespective of a preceding vowel, when *r* precedes *t*, *d*, *ch*, *j*, *th*, *kl*, *gl*, or *w*; thus  *aright*,  *arrayed*,  *arch*,  *urge*,  *earth*,  *oracle*,  *Irwin*.

(b) When prefixed by a circle or loop, or by the semicircle for *w*, the *downward r* is written if a vowel does not follow, and the *upward* form if a vowel follows; thus  *sore*,  *sorry*,  *star*,  *starry*,  *stern*,  *serene*,  *ware*,  *wary*.

96. The compound consonant  *rer* is used where downward *r* may be used; thus  *fair*,  *fairer*; but  *aspire*,  *aspirer*.

Exercise 104*Read, copy, and transcribe***Exercise 105***Write in Shorthand*

1. Aspire, aspiration, debar, tippler, prepare, battler.
2. Adhere, mirror, career, ware, aware, unaware.
3. Glazer, adviser, grocery, answer, answers, answered.
4. Burn, burned, morn, yarn, barn, sojourn.
5. Rye, raw, rue, reign, wreath, wreathed, ridge, wrench.
6. Article, origination, urging, erudition.
7. Air, airy, arm, orb, irrigate, irrigation, ark.
8. Irish, irony, ironical, argue, arraign, era.

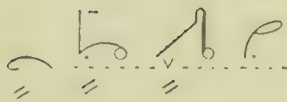
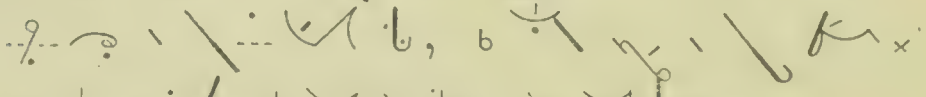

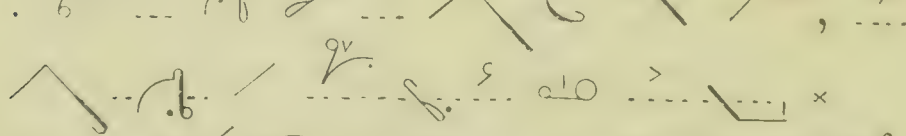


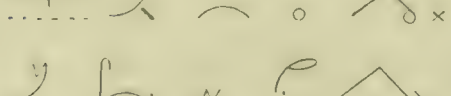

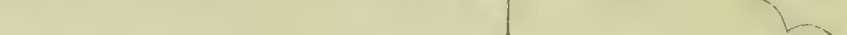
9. Jeer, injure, veer, tear, shear, adore, spear.
10. Fair, unfair, polar, inspire, expire, glare, stir, burst.
11. Barrow, tarry, ferry, fury, summary, marine.
12. Dreary, dairy, saddler, saddlery, bureau, carry, narrow.
13. Baffle, baffler, rare, rarer, severe, persevere.

CONTRACTIONS

— regular, — irregular, \ public-sh-ed, \ publication,
 / \ republic, / \ republican, / \ represent-ed, / \ repre-
 sentation, / \ representative, / \ responsible-ility,
 \ irresponsible-ility.

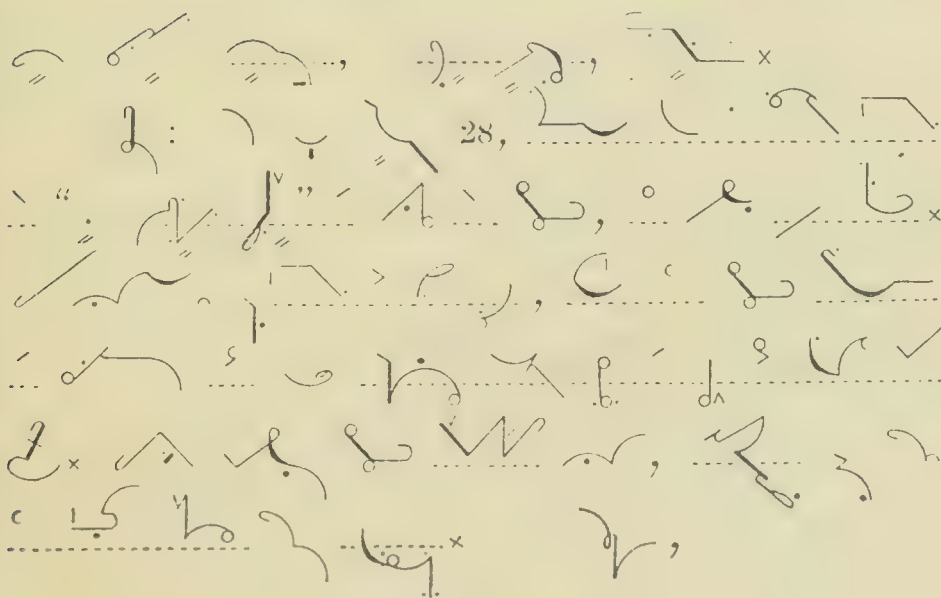
Exercise 106

Read, copy, and transcribe

1 
 2 
 3 
 4 
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 8 
 9 

Exercise 107*Write in Shorthand*

1. *The publication was sold to-the public by-the representative of Mr. Arthur Rose.*
2. *The story of-the republic, just published, shows how-the representatives saw their responsibility and refused to be led by irresponsible men to-the admission of-the unfair principle of taxation minus representation.*
3. *Their opinion of-such irregular methods was clearly represented, and-the responsibility for-the-measure thrown upon-the regular representative of-the taxers.*
4. *We-shall publish the speeches of-the responsible leaders of-the republican party at-the-close of-the year.*

Exercise 108*Read, copy, and transcribe*

Exercise 109*Write in Shorthand*


Murray Bros., New Westminster.

Dear-Sirs:

We-regret we-have-been unable to-place-the cargo of spruce refuse to-which-you-refer, and-we-fear there-is-no likelihood of-our obtaining a buyer just-now. We-were in hopes of success yesterday-afternoon, but-the party refuses to-proceed with-the business today, and our exertions have-been to no purpose. Should-we come across a customer today or to-morrow at a reasonable price we-will wire you.

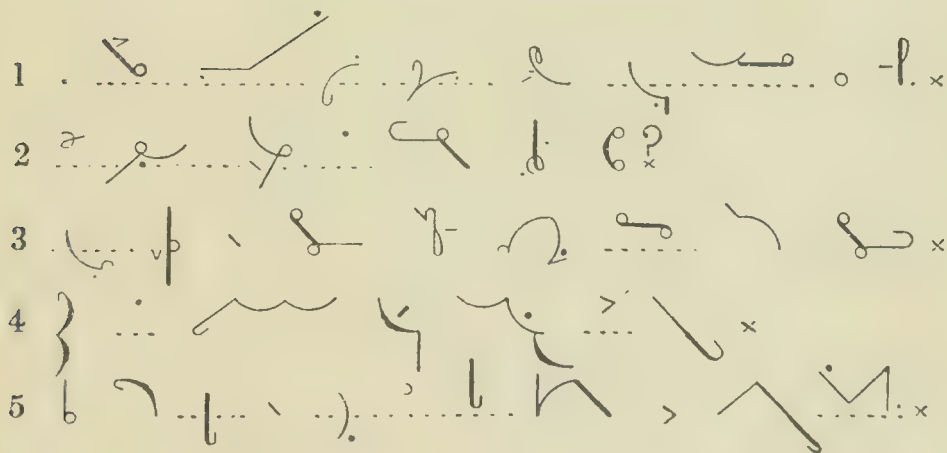
*Respectfully-yours,***REVIEW**

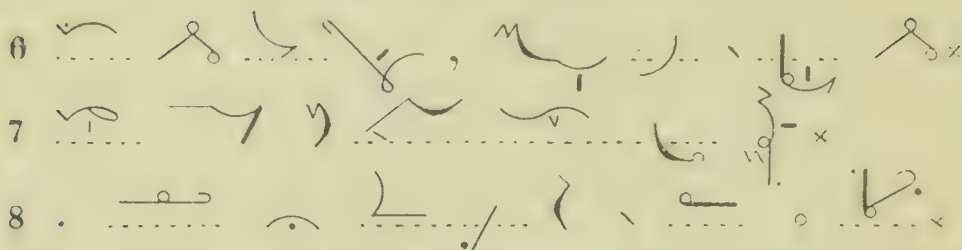
97. (a) The *shun* hook is written: (i) Inside curves ; (ii) when added to a hooked or circled straight stroke, on the side *opposite* to the hook or circle ; (iii) on the *under* side of *k* or *g*, when these strokes follow *f* or *v*, and on the *upper* side of *k* or *g*, when these strokes follow *upward l* ; (iv) on the right side of simple *t*, *d*, or *j* ; and (v) when added to a simple straight stroke *other than t, d, or j*, on the side *opposite* to the last vowel.
- (b) The *shun* hook is *not* written when *shun* is immediately preceded by a triphone.
- (c) When following the circle *s*, the sound of *shun* is expressed by a *small* hook.
- (d) The sound of *r* (preceded by an obscure vowel) is added to downward *l* and downward *r* by *thickening* these strokes.
- (e) The sound of *p* or *b* is added to *m* by thickening the stroke.

- (f) A *large* initial hook adds *w* to *k* or *g*.
- (g) A *large* initial hook prefixes *wh* to upward *l*, while a *small* initial hook prefixes *w* to the same stroke.
- (h) The aspirate *h* is added to *w* by enlarging the hook of the latter.
- (i) *H* is expressed by a *tick* before 
- (j) When the stroke *h* is not convenient in the middle of a word, the aspirate may be indicated by placing a *dot* before the vowel sign.
- (k) An *initial vowel* may be *indicated* in such words as *alike*, *along*, by writing the *downward l*; while a *final vowel* may be *indicated* in such words as *fully*, *scaly*, by writing the *upward l*.
- (l) As a rule, *downward r* is written when a word *begins with a vowel* followed by *r*; while *upward r* is written if a word *ends with a vowel* preceded by *r*; but to avoid an awkward outline, *either r* is written, irrespective of vowel.

Exercise 110

Read, copy, and transcribe





Exercise 111

Write in Shorthand

James Perry & Sons, Edmonton, Alberta.

Dear-Sirs:

If-you have-the least notion of an alteration in-the situation of-your business premises, we should like you to-call and see-the new suite of offices we-have-just put up in Perry Avenue. There-can-be no better site in-the city for a business like yours, and-we should-be-pleased to arrange an early lease on favorable terms.

Yours-respectfully,

Exercise 112

Write in Shorthand

Mr. Thomas Batty, Regina, Saskatchewan.

Dear-Sir:










In response to-your inquiry, we-enclose specimen pages of-our new "Star Library," with prices of-the books already published. We-shall-be-pleased to-deliver-the whole set to-you on receipt of half the published price, the other half to be paid within six-months of-delivery; or, if-you prefer it, we-can make a liberal//reduction for cash.









Yours-truly,













CHAPTER XXI




THE HALVING PRINCIPLE—PART 2





98. It has been explained in preceding Chapters that :







(a) Halving a *light* consonant indicates the addition of *t* ; thus  *track*,  *tract* ;  *tree*,  *treat*,  *treats*,  *streets* ;  *play*,  *plate*,  *plates*.



(b) Halving a *heavy* consonant indicates the addition of *d* ; thus  *gray*,  *grade*,  *grades* ;  *brew*,  *brewed*,  *broods* ;  *rub*,  *rubbed*.

(c) A consonant which is *finally* hooked, or which occurs in a word of *more than one syllable*, may (with rare exceptions) be halved to indicate the addition of *either t or d* ; thus  *pain*,  *paint* or *pained* ;  *paints* ;  *men*,  *mend* or *meant*,  *mends* ;  *wave*,  *waved*,  *waft*,  *wafts* ;  *painted* ;  *credit*.

99. Extending this principle, a stroke with a finally-joined diphthong may be halved for *either t or d* ; thus  *proud*,  *feud*,  *issued*.

100. Strokes of unequal length must not be joined unless the junction is clearly shown ; thus  *checked*,  *arrived* ; but  *cooked*,  *animate*.

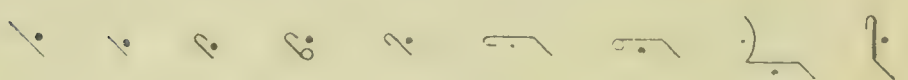
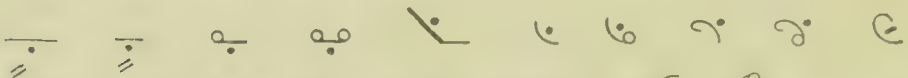
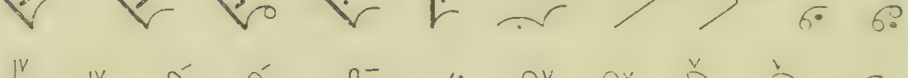
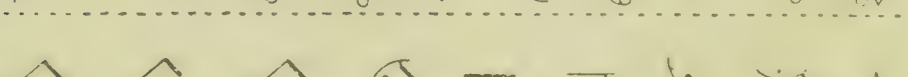
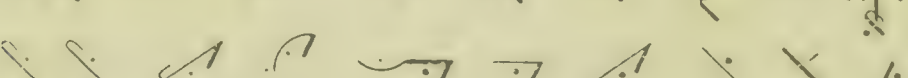


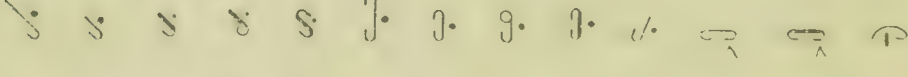
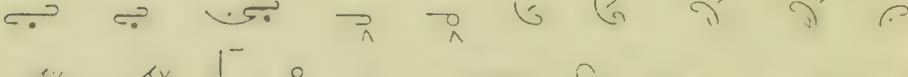


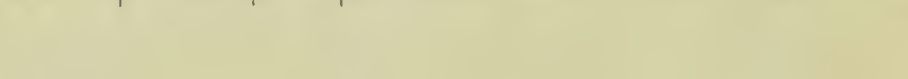
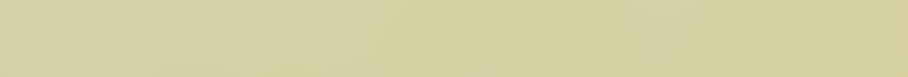
101. Half-sized *t or d*, immediately following the consonant *t or d*, is always *disjoined* ; thus  *treated*,  *dreaded*,  *traded*,  *edited*. After *shun* hook *-ist* may be written thus  *salvationist*,  *protectionist*.

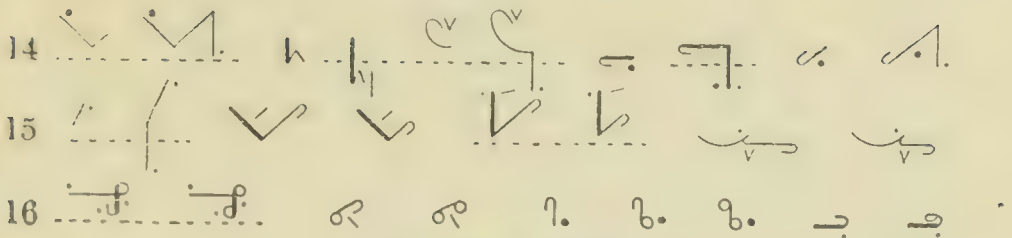
102. Final *t or d*, when followed by a *sounded vowel*, must be written in full ; thus  *fault*, but  *faulty*.

103. There is no *third position* for words whose outlines consist of half-sized strokes only, or of horizontal strokes joined to half-sized strokes. When the first vowel in such words is a third-place vowel, the outline is written in the *second position*; thus \int *tent*, \int *tint*, $_$ *kilt*, $_$ *colt*, $_$ *meled*.

Exercise 113

Read, copy, and transcribe

- 1 
- 2 
- 3 
- 4 
- 5 
- 6 
- 7 
- 8 
- 9 
- 10 
- 11 
- 12 
- 13 



Exercise 114

Write in Shorthand

1. Lay, late, colt, pelt, tacked, decked, flight.
2. Enjoy, enjoyed, dodged, jade, goad, goads, dragged.
3. Shot, shots, night, caught, cut, cuts, bud, buds.
4. Spy, spite, stray, straight, mate, mates, notes.
5. Dry, dried, dread, broad, blade, blades, bread.
6. Pen, penned, spend, spends, gain, gained, grained.
7. Grant, grants, lend, lends, fine, find, finds.
8. Shaded, shredded, plated, skated, melted, related.
9. Credit, credited, wit, witty, rain, rent, rents.
10. Print, prints, tint, tints, cough, coughed.
11. Roast, roasted, pit, pity, pitied, dust, dusted.

104. The halving principle is employed for the indication of the words *it*, *not*, *word* and *would*, in phrases like the following: *I am not*, *I do not* or *I had not*, *I did not*, *you may not*, *you are not*, *you were not*, *you will not*, *I hope you will not*, *if it*, *if it has (or is)*, *in which it is (or has)*, *this word*, *we would be*; also *to*, after *able*: thus *able to*, *unable to find*.

GRAMMALOGS

quite, *could*, *accord-ing* or *according to*, *cared*, *guard*, *great*, *called*, *cold* or *equalled*, *gold*, *cannot*, *gentleman*, *gentlemen*, *particular*, *opportunity*.

Exercise 115*Read, copy, and transcribe*

1 x

2 x

3 x

4 x

5 x

6 x

7 x

8 x

9 x

Exercise 116*Write in Shorthand*

1. I-cannot quite see how-the gentleman could-have called sooner.
2. The particular account you name shall-be settled at-the first opportunity.
3. I happened to be in when-the gentleman changed the note for gold.

4. He *had* a storm coat to guard him, so he *cared* nothing *for-the* cold.
5. We *cannot-be* wrong in *according-the* gentleman a hospitable reception *at-this particular opportunity*.
6. The men stood on guard beside *the* great car *which-was* loaded *with* gold *for-the* bank.
7. If *this-gentleman's* talents *had* equalled his audacity, I *know-not* *what* might have happened.

Exercise 117

Write in Shorthand

Mr. Edmund Hunt, Neepawa, Manitoba.

Dear-Sir:

We *wish to-call* your attention to a new perfume, *which-we* think you-may-not-know. The bottle *in-which-it-is* packed is a very pretty one, *and-we* anticipate a big demand *for-the* article *when-it-is* displayed *in-your* store. We *shall-be* glad to-hear if it meets with your approval, *and-we-are-sure* you-will-not-be wrong in placing it *on-your* list. Prices *of-the different* sizes are enclosed.

Respectfully//yours,

CHAPTER XXII

THE HALVING PRINCIPLE (Concluded)

105. The four consonants \frown \smile \frown \smile , besides being halved for the addition of *t*, may be halved and *thickened* to indicate the addition of *d*; thus \frown *palmed*, \smile *mode*, \frown *aimed*; \frown *designed*, \smile *sound*, \frown *snowed*; \frown *piled*, \frown *old*; \frown *shared*, \frown *erred*, \frown *hoard*. The signs \frown *ld* (written *downward*) and \frown *rd* are *not* used if a sounded vowel comes between the *l-d* or *r-d*. In such cases, the consonants must be written in full; thus \frown *paled*, but \frown *pallid*; \frown *paired*, but \frown *parried*.

106. The consonants \frown *mp*, \smile *ng*, cannot be halved for the addition of *t* or *d*, unless they are hooked initially or finally; thus \frown *slumber*, \frown *slumbered*; \frown *impugn*, \frown *impugned*; \frown *canker*, \frown *cankered*. The double consonants \frown *lr*, \frown *rr* cannot be halved for the addition of *t* or *d*, under any circumstances, because the signs \frown \frown are utilized for the representation of *ld* and *rd* respectively.

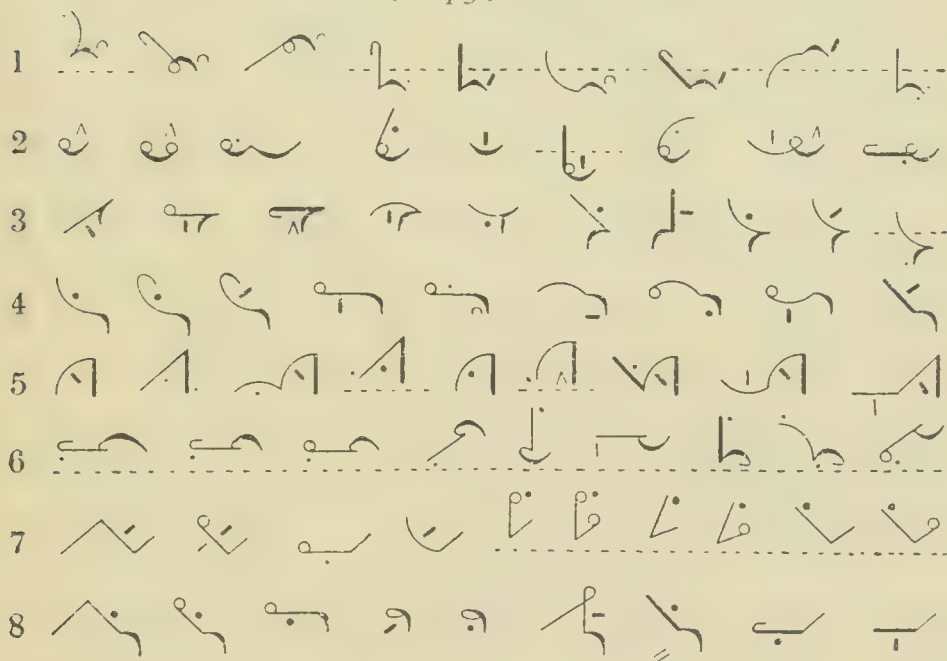
107. (a) The half-length *r* [\frown] must *never* be written alone, nor with final *s* only added. Words like \frown *rate*, \frown *writes*, are, therefore, written in full. The final sound of *rt* is generally expressed by the half-length *upstroke*, while the final sound of *rd* is, as a rule, expressed by the half-length *downstroke*; thus \frown *part*, \frown *pared*, \frown *dart*, \frown *dared*. *Lt* \frown is generally written upward; but it follows the rule for the

writing of downward *l* in such words as *knelt*, *ringlet*, *insult*, *insulate*, *vacillate*, *dwelt*. The sign */* may be used medially and finally for *rd* when it is not convenient to write *∩*; thus *lard*, *geared*, *colored*, *preferred*, *subordinate*.

(b) Half-length *h*, when not joined to another stroke, is always written upward; as *height*, *hunt*, *hunts*, *heaved*.

Exercise 118

Read, copy, and transcribe



Exercise 119

Write in Shorthand

1. *Be assured you-will repeat the* sound results achieved by thousands.
2. *We-have mailed you a* sample copy of part three of-our new monthly.

3. We-enclose rate card, and ask-you to note this-point : the circulation of-the paper is insured by-its value.
4. We-have presumed to-send-you details of-our new patent, and it-would afford us great-pleasure to add your name to-our list of-clients.
5. May-we point-out to-you why our paper is read by thousands of-the class it-is desired to-reach ?
6. On our part, we-are-prepared to-do our best until the difficulty is conquered.
7. We see-the impending struggle, but with your help we-shall conquer, hard though-the task may-be.
8. We write to say we followed your counsel, and-the business was allowed to-proceed.

GRAMMALOGS

& build-ing, f told, t tried, l toward or trade, c that,
 (without, y third, . sent, 2 short, > wished.

PHRASES

1 at any rate, 1 at all events, 1 at all times,
 1 at some time, 1 at the same time, 1 for some time,
 ~ from time to time.

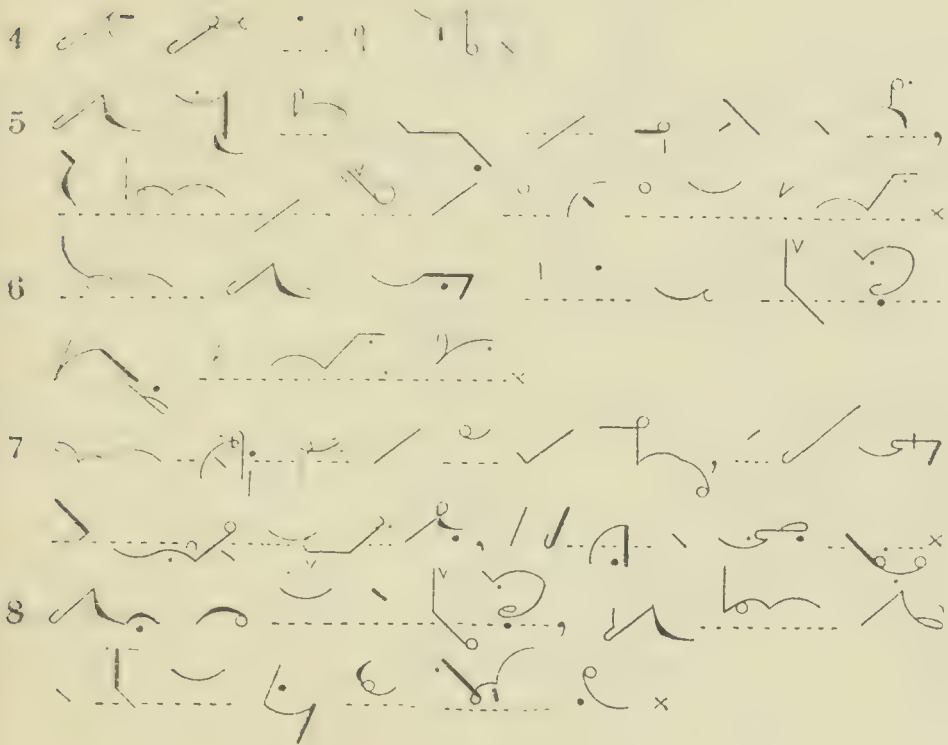
Exercise 120

Read, copy, and transcribe

1

2

3



Exercise 121

Write in Shorthand

1. Will-you not *be-able-to* come to-the tournament when-the store is closed, at-any-rate for a short-time ?
2. If-it-is-possible, I-will come in for a short-time.
3. Wright told-them that at-all-events he-would send a check today, and-this cheered them.
4. We-tried to-find out-the extent of-his trade, but-we-did-not succeed.
5. We-thought-you-might go to see him on-the third.
6. We-did send him a colored piece, but it-was a little different from-the pattern he desired.

Exercise 122*Write in Shorthand*

Mr. Arnold Watson, Fort Francis.

Dear-Sir:

We-think-you know that-we-are, at-all-times, willing to-replace any-part of a bedstead which-may-be-found damaged on-delivery, if-it-is quite-clear that-the fault is ours. You-may-rest assured that all-our bedsteads are built of-the finest steel and iron, and-that every care is taken to see that-the goods are right when sent from our factory. At-the-same-time, it-may happen, from-time-to-time, that some latent flaw may-be discovered when a bedstead has left our place, in-which-case we-are-only too-glad to remedy-the defect, and-thus show our earnest desire to-turn out absolutely sound goods. You-will thus see that-you-can at-any-rate depend on being thoroughly satisfied.

Yours-truly,

TABLE OF SINGLE AND DOUBLE CONSONANTS

		<i>L hook.</i>	<i>R hook.</i>	<i>N hook.</i>	<i>F and V hook.</i>	<i>Half Length</i>
P	\	pl \	pr \	pn \	pf \	pt \
B	\	bl \	br \	bn \	bf \	bd \
T		tl	tr	tn	tf	tt
D		dl	dr	dn	df	dd
CH	/	chl /	chr /	chn /	chf /	cht /
J	/	jl /	jr /	jn /	jf /	jd /
K	—	kl —	kr —	kn —	kf —	kt —
G	—	gl —	gr —	gn —	gf —	gd —
F	\	fl \	fr \	fn \	...	ft \
V	\	vl \	vr \	vn \	...	vd \
TH	(thl (thr (thn (...	tht (
TH	(THl (THr (THn (...	THd (
S, Z	o) o)	sn) zn)	...	st) zd)
SH	↗	shl ↗ up	shr ↗ down	shn ↗ down, up	...	sht ↗
ZH	↗	zhr ↗	zhn ↗	...	zhd ↗
M	↖	ml ↖	mr ↖	mn ↖	...	{ nt ↖ md ↖
N	↖	nl ↖	nr ↖	nn ↖	...	{ nt ↖ nd ↖
NG	↖	ng r ↖	ngn ↖
L	↗	ln ↗ up, down	...	{ lt ↗ ld ↗ down
R	↗ up	rn ↗ up	rf ↗	rt ↗
R	↖	rn ↖	...	rt ↖ rd ↖
W	↗	wn ↗	wf ↗	wt ↗
Y	↗	yn ↗	yf ↗	yt ↗
H	↗	hn ↗	hf ↗	ht ↗
KW	↖	↖	↖ up	↖ up	↖ down	↖ down
GW	↖	↖	↖ up	↖ up	↖ down	↖ down
WL	↖	↖	↖ up	↖ up	↖ down	↖ down
WHL	↖	↖	↖ up	↖ up	↖ down	↖ down
LR	↖	↖	↖ up	↖ up	↖ down	↖ down
RR	↖	↖	↖ up	↖ up	↖ down	↖ down
MP or MB	↖	↖	↖ up	↖ up	↖ down	↖ down
WH	↖	↖	↖ up	↖ up	↖ down	↖ down

CHAPTER XXIII

THE DOUBLING PRINCIPLE

108. Consonants are doubled in length to indicate the addition of *tr*, *dr*, or *TH r*; thus,

laughter, another, mother, lender,
impounder, scatter, rector, rector's,
tutor, powder, rafter, wonder.




109. A final *s* circle is read *after* the termination *tr*, *dr*, or *TH r*, and a final *n* or *f-v* hook is read *before* the termination *tr*, *dr*, or *TH r*; thus, voters, render, renders, rafters.








110. Double-length downstrokes are written in one position only, through the line. Double-length horizontals and upstrokes are written in the usual manner.

Exercise 123

Write in Shorthand

1. Fetter, elevator, swifter, voters, Easter, sister, shatters, smoother.
2. Motors, mother, centre, central, centralization, lighter, halter, builder.
3. Order, disorder, importer, charter, swelter, hoarder, warder, insulator.
4. Fender, vendor, thunder, inventors, remainder, cylinder, calendars.
5. Stockholder, freighter, diameter, leaseholder, householder, narrator, martyr, shareholder.

111. The doubling principle must be applied to a straight stroke only when it follows a circle or stroke consonant, or has an attached diphthong or a final hook. Therefore, in words like  *potter*,  *reader*,  *weather*, the syllable *tr*, *dr*, or *TH r* must be written with the hooked forms, and not indicated by the doubling principle.

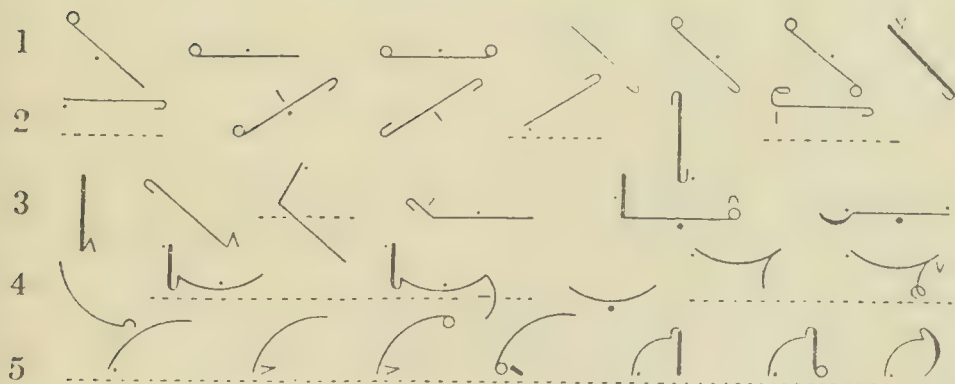
112. When standing alone, the double-length *l* adds only the light sound *tr*, as in the words  *alter*,  *letters*. Words like  *louder* and  *leather* are written as here shown. In words like  *entry*,  *powdery*,  *feathery*, where a vowel follows final *tr*, *dr*, or *TH r*, the doubling principle is not employed.

113. The doubling principle is employed for the addition of *-ture* in a few common words like

 *picture*,  *feature*,  *signature*.

Exercise 124



Read, copy, and transcribe












Write in Shorthand

6. Sputter, sputters, skater, skaters, tender, tenders, plunder, plunders, render, wafter, hinders, grafter.
7. Powder, pewter, cutter, imitators, duplicators, captors.
8. Venture, debenture, armature, pictures, feature, signatures.
9. Later, lighter, lighters, slighter, leader, louder, Luther.

114. The character *mp* is doubled in length for the addition of *-er* ; thus


 *temper*,  *chamber*.




The double-length  is used in all cases *except* where *mpr-mbr* immediately follows an upstroke or the horizontal *k* ; thus


 *amber*,  *sombre*,  *vampir*,  *thumper* ;
but  *slumber*,  *hamper*,  *cumber*,  *scamper*.



The character *ng* is doubled in length for the addition of *-kr* or *-gr* ; thus

 *inker*,  *longer*.

The double-length  is used initially, and when following a circle or an upstroke ; thus











 *anchorage*,  *sinker*,  *hunger*.

In all other cases the hooked form  is written ; thus

 *banker*,  *thinker*,  *finger*,  *conquer*.

Past Tenses

115. The halving principle is employed in past tenses ; thus

 *matter*,  *mattered* ;  *ponder*,  *pondered* ;
 *render*,  *rendered* ;  *temper*,  *tempered* ;
 *linger*,  *lingered*.

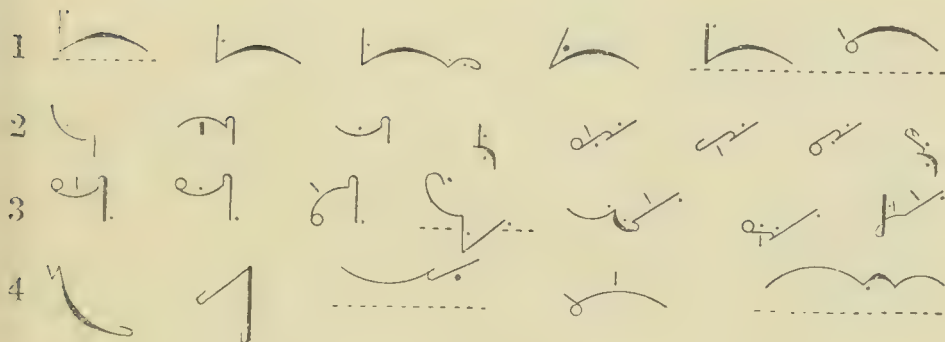
The Doubling Principle in Phrasing

116. This principle is used in phrases to add the words *there, their, other* and *dear* ; thus

I am sure there is, in their own way,
take their way, for some other, my dear sir,
I have seen their.

Exercise 125

Read, copy, and transcribe

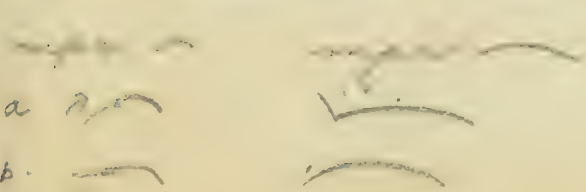


Write in Shorthand

5. Bumper, jumper, timber, amber, Cumberland.
6. Scamper, scampered, hanker, hankered, drinker.
7. Ordered, muttered, squandered, encountered, altered.
8. Quandary, boundary, wintry, lottery, poultry, votary.
9. We-shall-be-there ; you-will-be-there ; has-been-there ;
to-make-their ; in-their-opinion ; of-some-other.

GRAMMALOGS

spirit, hand, under, yard, word, wonderful-ly.



Exercise 127*Write in Shorthand*

1. They-want to know why he went to Red Deer and showed his hand.
2. If-this-is-the spirit in-which-you speak of-the secret, it-won't-be long ere it-is-known to all.
3. I-fear it-is-not your nature to be quiet ; but unless you-are more prudent you-will yet have to-repent some rash word.
4. You-are wonderfully outspoken, and-not a yard will I-move until I-see-you under-the care of-the inspector.

Exercise 128*Write in Shorthand*

Mr. John Henderson, Winnipeg, Manitoba.

Dear-Sir :







We-have-your-letter of-March 24, and-we-shall order-the cylinder bolts from-the factory before-there-is time for-the other parts of-the machinery to-come along. We-know-there-is an extra rush of-orders just-now, but-we-think-there-is-no likelihood of-your order being delayed. If-there-is-the least indication of-such a thing we-will-see to-it that less pressing jobs are put aside, so-that nothing shall hinder-the finishing of-your gold mining machinery by-the promised date.

Very-truly-yours,






CHAPTER XXIV

MEDIAL USE OF SEMICIRCLE

117. As explained in a preceding Chapter, a *right* semicircle is used as an abbreviation for *w* before the strokes *k*, *g*, *m*, and the two forms of *r*. In this Chapter the use of the semicircle is extended, and it is shown how this useful device is employed in the middle of words to represent the diphthong produced by the combination of *w* with a following vowel.

118. A *left* semicircle is used medially in a word to represent both *w* and a dot vowel, long or short, while a *right* semicircle is used medially in a word to represent *w* and a dash vowel, long or short, as in the words  *mademoiselle*,  *assuage*,  *Oswego*,  *seaward*,  *misquote*,  *lamb's-wool*. It will be seen that the semicircle is written in the position which the vowel sign would occupy if no *w* preceded the vowel.

Omission of Words in Phrasing

119. Any short word such as *the*, *of*, *or*, etc., may be omitted in a phrase where the sense would necessitate its insertion when transcribing ; thus  *for (the) sake (of)*,  *more (or) less*,  *side (by) side*, etc. It is well to vocalize *him* (so that it may not clash with *me*) in such phrases as  *before him*,  *to him*, etc.

GRAMMALOGS AND CONTRACTIONS

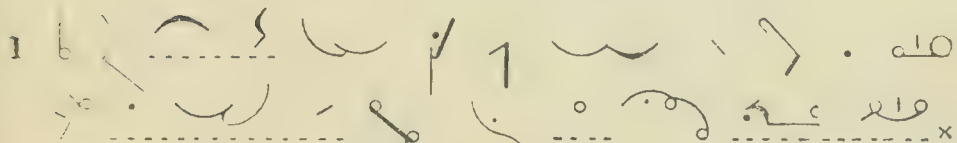
school, schooled, commercial-ly, financial-ly,
 especial-ly, influential-ly, substantial-ly,
 circumstance, circumstantial, immediate,
 prejudice-d-cial.


PHRASES

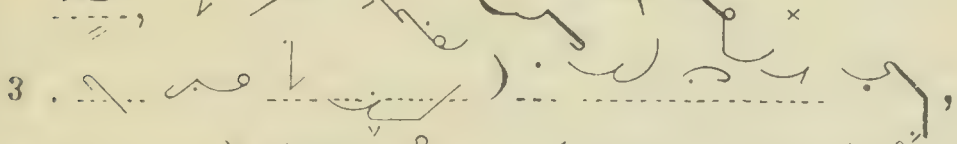
I am directed to state, I am instructed to state,
 I am requested to state, deliver immediately.

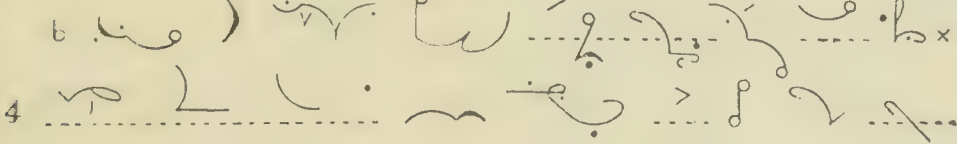
Exercise 129

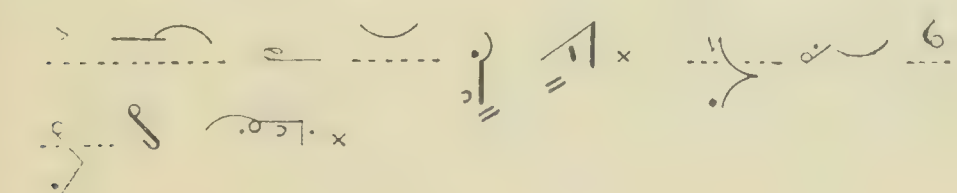
Read, copy, and transcribe

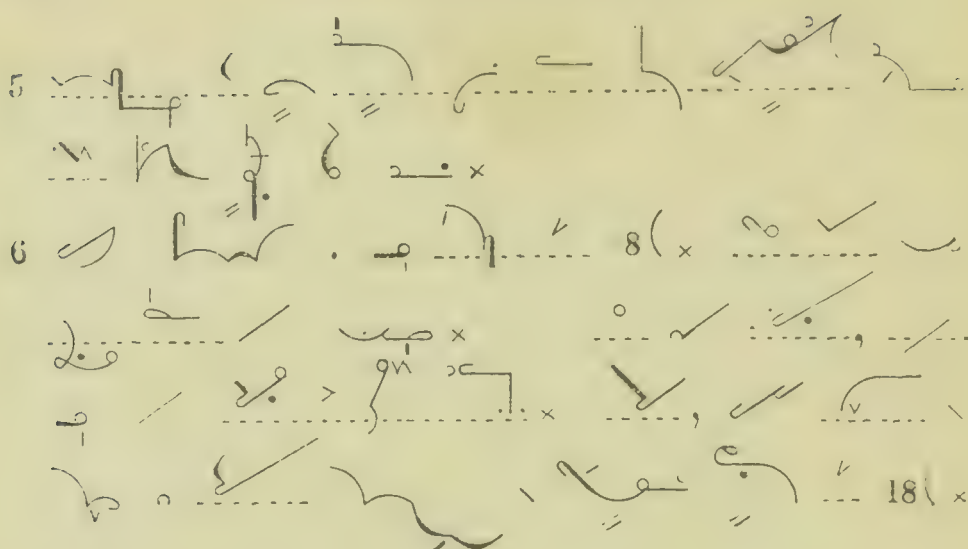
1 

2 

3 

4 

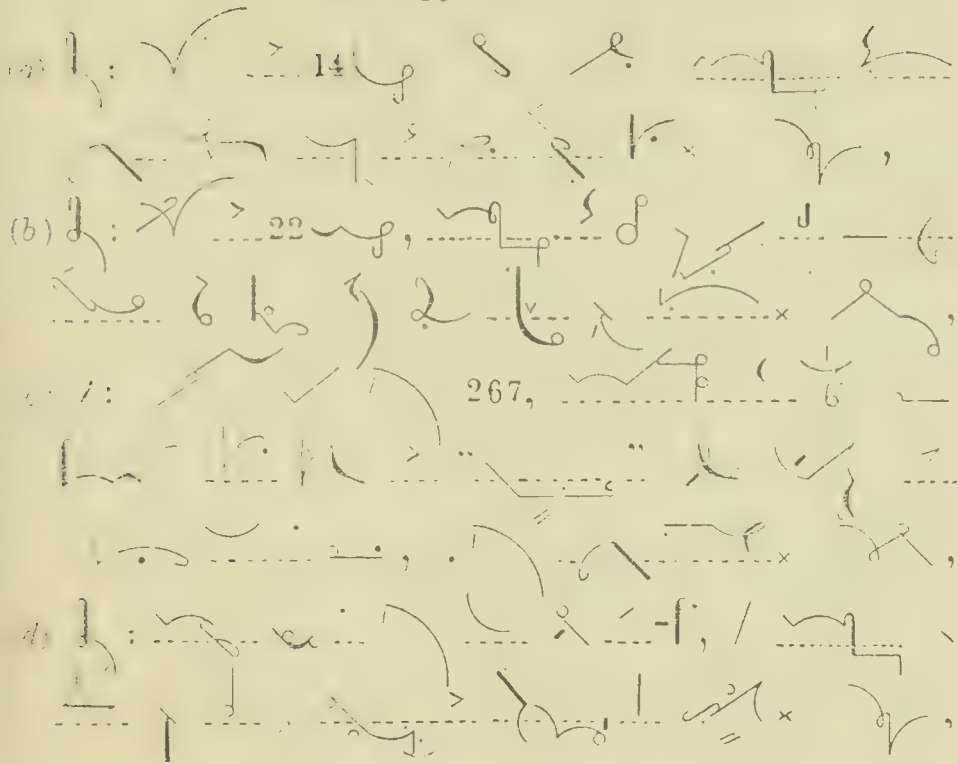




Exercise 130

Write in Shorthand

1. *It-is especially important that-you-should deliver-the goods immediately.*
2. *Any delay may prejudice your chances of other orders.*
3. *There-is a substantial increase in-the financial returns.*
4. *Your immediate attention is essential, if-you would secure-the business.*
5. *The unsubstantial nature of-the commercial traveler's resources rendered his chances hopeless.*
6. *The circumstances in-which Mr. Cornwall found himself were far from pleasing to-him.*
7. *He-has lost an influential position owing to-reckless financial dealings.*
8. *The evidence at-the inquiry was quite circumstantial, and-the workers were already more-or-less aware of-the result.*

Exercise 131*Read, copy, and transcribe***Exercise 132***Write in Shorthand*

- (a) *Dear-Sir: In-answer to-your-letter of-the 16th-inst., I-am-directed-to-state that-the name of Thomas Wordsworth does-not appear in-our books. Very careful examination has-been made, and it-must-be that your clerk was in error. Respectfully-yours,*
- (b) *Gentlemen: I-am-requested to ask if-you-can deliver-immediately at our central works in Bridgewater Road twelve of-your No. 4 Bicycles, fitted with-the Sedgwick Coaster Brake, and to ask, if-you-are-unable-to arrange this, upon what date you could make delivery? Yours-truly,*

CHAPTER XXV

DIPHONIC OR TWO-VOWEL SIGNS

120. In many words two vowels occur consecutively, each being separately pronounced, as in *prosaic*, *reinsert*. To represent these, special signs have been provided called *diphones* (from the Greek *di* = double, and *phóné* = a sound). In most instances, the first of the two consecutive vowels is the more important, and therefore the diphonic sign is written in the vowel-place which the *first* vowel would take if this occurred alone, that is, if it were not followed immediately by another vowel. The method of using the *diphones* is explained in the following rules. The *diphone* \vee is written as follows—

(a) In the first vowel-place to represent the vowel *ah* or *ǎ* and any vowel immediately following ; thus \vee *sahib*, \int *Judaism*, \vee *ultraist*.

(b) In the second vowel-place to represent *ā* or *ē* and any vowel immediately following ; thus \smile *layer*, \smile *laity*, \vee *betrayal*, \smile *surveyor*.

(c) In the third vowel-place to represent *ē* or *i* and any vowel immediately following ; thus \smile *real*, \smile *reality*, \smile *re-enter*, \smile *amiable*, \smile *geographical*, \smile *heaviest*, \smile *burying*, \smile *glorious*, \smile *creator*, \smile *creation*, \smile *serial*.

(d) The angular sign \angle is also used to represent the consecutive vowels in the small class of words like \angle Spaniard, \angle million, \angle bullion.

121. The *diphone* \angle is written as follows—

(a) In the first vowel-place to represent *aw* and any vowel immediately following; thus \angle flarey, \angle drawer, \angle drawings, \angle cawing.

(b) In the second vowel-place to represent *ō* and any vowel immediately following; thus \angle showy, \angle bestowal, \angle poet, \angle poetical, \angle coercion.

(c) In the third vowel-place to represent *ōō* and any vowel immediately following; thus \angle bruin, \angle brewery, \angle Louisa, \angle Lewis, \angle truant.

CONTRACTIONS

\angle whenever, \angle whatever.

PHRASES

\angle I regard, \angle I regret, \angle I do not understand.

Exercise 133

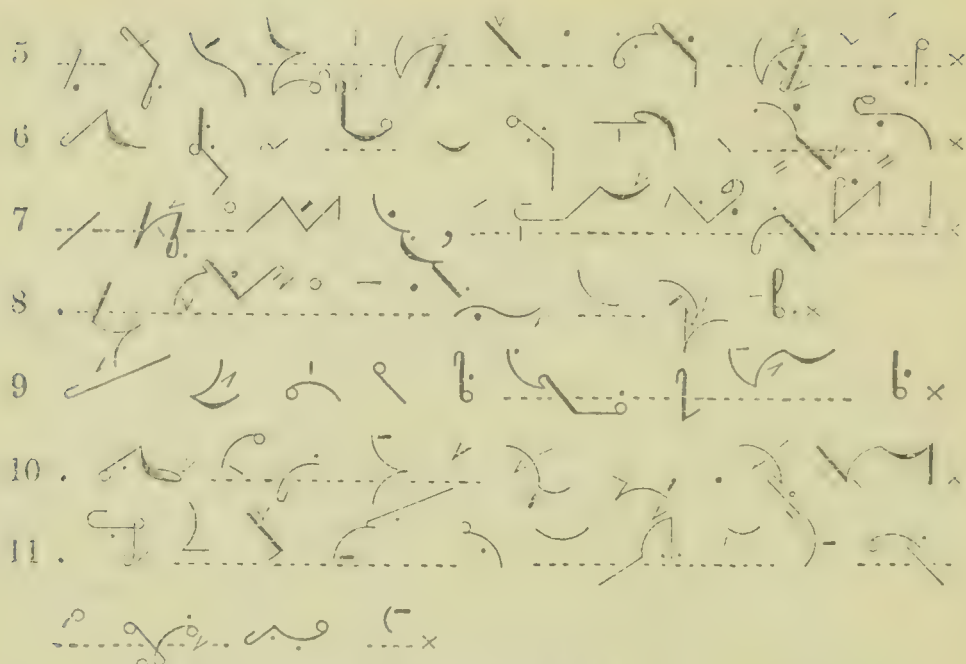
Read, copy, and transcribe

1 . \angle) . \angle > \angle / \angle x

2 . \angle v \angle v \angle v \angle v \angle v x

3 . \angle i \angle i \angle i \angle i \angle i x

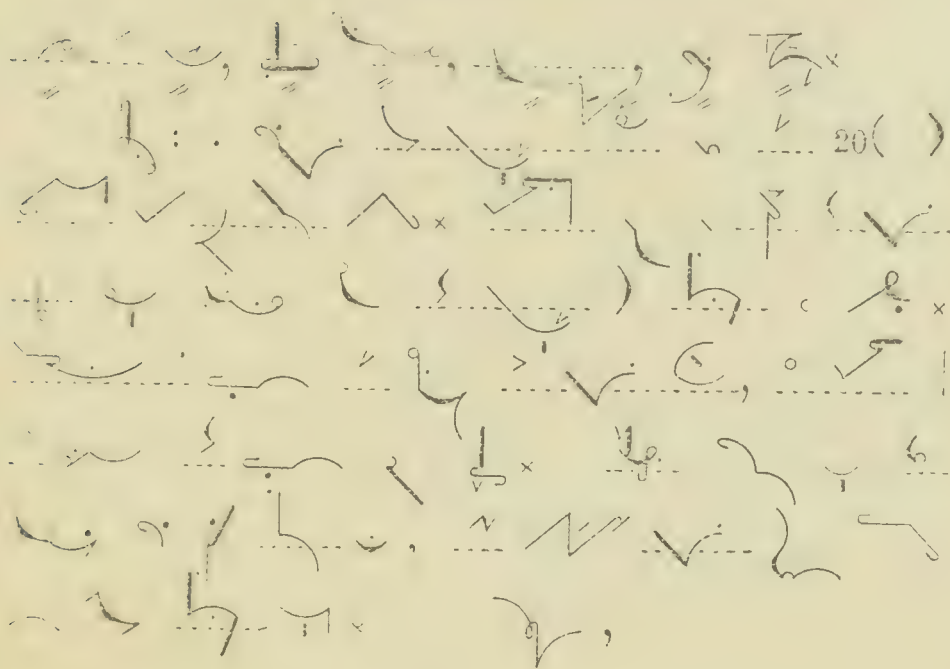
4 . \angle / \angle / \angle / \angle / \angle / x



Exercise 134

Write in Shorthand

1. *Our shares have-been at a premium during-the whole of-the period.*
2. *Such a policy would-be ruinous to-our firm and lead to disagreeable circumstances.*
3. *The debt is repayable to-the purveyor in monthly instalments.*
4. *The matter of-the Gaiety Theatre is-to be left in abeyance.*
5. *Kindly rearrange-the terms and see to-the insurance of-the costumier's premises without-delay.*
6. *Your theory of small forms may seem all-right, but-you-will-find a freer style will give-you better results.*
7. *The bestowal of-these honors upon-the principal of-the college and-his coadjutor, Mr. Lewis Owen, has given great-pleasure to all-their pupils.*
8. *Whenever-the date of-the librarian's lecture is announced I-shall let you know.*

Exercise 135*Read, copy, and transcribe***Exercise 136***Write in Shorthand**The Victoria Chemical Stores, Sackville, Nova Scotia.**Gentlemen:*

The reason why we returned-the cask of zinc sulphate yesterday was because analysis showed that-it-was-not equal to-our sample, and-was, therefore, quite useless to us. We-do-not-understand why-it-was sent, since we-presume you-were aware that-such a standard would-not suit our purpose at-all. Please-send us another cask immediately, and-be careful to see that-it-is exactly what we ordered.

Very-truly-yours,

REVIEW

122. (a) Light strokes are halved for *t* ; heavy strokes for *d* ; but a stroke which is *finally* hooked, or has a finally joined diphthong, or which occurs in a word of *more than one syllable*, may be halved for *either t or d*.

(b) The four strokes  may be *halved and thickened* for the addition of *d*.



(c) When a sounded vowel intervenes between *l-d* or *r-d*, these consonants must be written in full.

(d) Final *t* or *d*, followed by a sounded vowel, must be written in full.

(e) Half-sized *t* or *d*, immediately following the stroke *t* or *d*, is always *disjoined*.



(f) The halving principle is used in phrasing to indicate the words *it, not, word, would*.

123. The syllable *tr, dr, or TH r* (and sometimes *ture*), is expressed by doubling the length of the preceding stroke.











(a) The character  is doubled in length for the addition of *er* ;  is doubled for the addition of *kr* or *gr*.

(b) The doubling principle is used in phrasing to indicate the addition of the word *there* or *their*.










124. A *semicircle* is used medially to represent *w* and a vowel.

125. The angular signs   are employed to express a vowel followed by another vowel.

GRAMMALOGS AND CONTRACTIONS














 rather or writer,  perform-ed,  performer,
 performance,  reform-ed,  reformer,
 inform-ed,  informer,  information,  thankful.














PHRASES














 better than,  rather than,  I have to inform you,
 please inform us,  please quote us,  please
let me know,  please let us know,  please note,
 please reply.














Exercise 137














Read, copy, and transcribe














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








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







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











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











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












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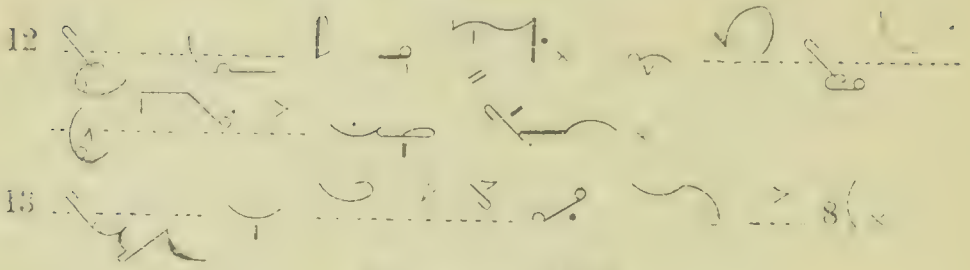
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


Exercise 138




Write in Shorthand









1. I-hope-you-will-not-be annoyed at-my-request for-pay-ment.
2. You-may-not-know that-the influence of-this-gentleman is enormous.
3. I-hope-you-are at-all-times willing to-do your-best for-the welfare of-the house which-you represent.
4. I-think-there-is room for improvement in-your methods of work.
5. I-must ask-you to be prepared, for-there-is sure to be a strict inquiry.
6. I-am-directed to ask-you to attend here at seven o'clock this-evening.
7. Please-note that-you-are to-deliver-immediately the goods named in-my-letter of-yesterday.
8. Your-letter of-the 4th is very encouraging and-I-am-much-obliged.
9. I-am-inclined-to-think-the performance was better-than your informer states.
10. I-am thankful to be informed of-the success of-the re-former's work.
11. From-the information given me by-the writer of-the letter, a man who-is in-no-way prejudiced, I-think-the performance at-the Royal Theatre was worthy of-the success it achieved. Please-let-me-know-the date of-the next performance.



CHAPTER XXVI



PREFIXES

126. *Con-* or *com-*, when it is the first sound in a word, is expressed by a light dot, written at the commencement of the outline ; thus  *compare*,  *commence*,  *console*,  *commit*. In a few words clearer outlines are obtained by writing the prefixes fully ; thus  *commotion*,  *consul*.

127. In words beginning with the prefix *com-* or *con-*, the position of the outline is governed by the first vowel after the prefix ; thus  *conspire*,  *conduct*,  *confuse*.

128. When the syllable *con-*, *com-*, *cum-*, or *cog-*, occurs between two consonants, it is indicated by writing the second consonant close to or under the first ; thus  *inconstant*,  *becomingly*,  *recompense*,  *incumbent*,  *recognize*. The rule may also be applied to phrases ; thus  *you will comply*,  *I am content*,  *I shall be compelled*.

129. *Accom-* is represented by a joined or disjoined  ; thus  *accommodate*.

130. *Intro-* is expressed by  ; thus  *introspection*.

131. *Magna-*, *magni-* or *magne-* is expressed by a disjoined \sim ; thus \sim magnanimous, \sim magnificence, \sim magnetize.

132. *Self-* is expressed by a disjoined circle s ; thus s self-possessed, s self-defence, s self-conscious.

133. *Trans-* may be contracted in many words by omitting the *n* ; thus \sim transfer, \sim transmission.

134. Before the circled letters $\mid \text{---} \text{---} \text{---}$ *in-* is expressed by a small hook, written in the same direction as the circle ; thus \sim instructor, \sim inscriber, \sim inhabit.

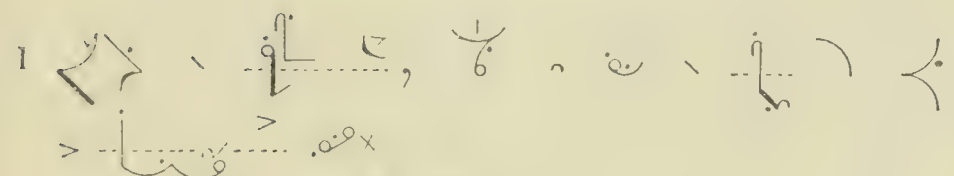
135. The small hook for *in-* is never used in *negative words*, that is in words where *in-* has the signification of *not*. In all such cases *in-* must be written with the stroke *n*, as \sim hospitable, \sim inhospitable, \sim inhuman.

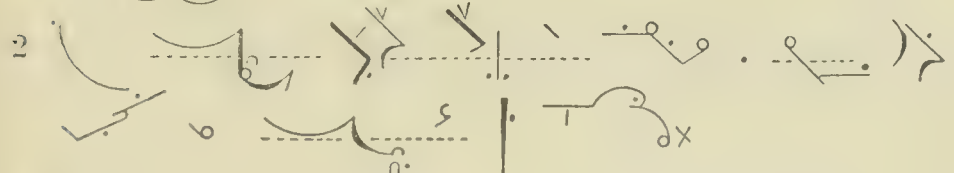
136. The negative prefixes *il-*, *im-*, *in-* (or *un-*) and *ir-* must be written in full, unless the prefix can be otherwise indicated ; thus

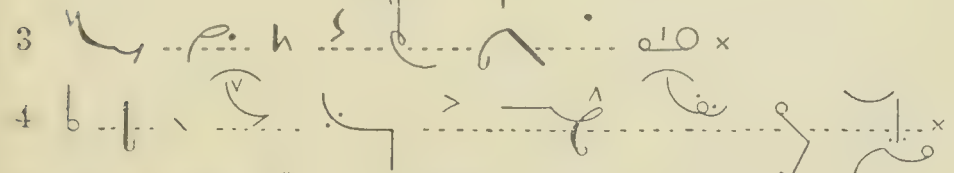
\sim legible	but	\sim illegible,
\sim necessary	„	\sim unnecessary,
\sim moderate	„	\sim immoderate,
\sim known	„	\sim unknown,
\sim limitable	„	\sim illimitable,
\sim resolute	„	\sim irresolute,
\sim redeemable	„	\sim irredeemable.

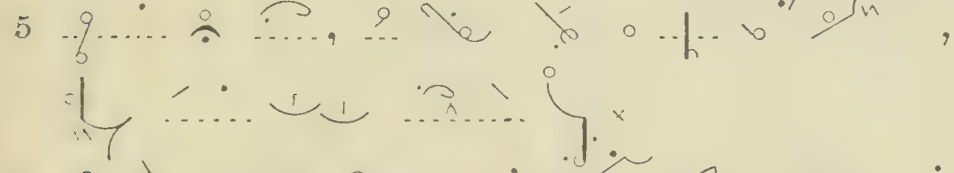
Exercise 139


Read, copy, and transcribe

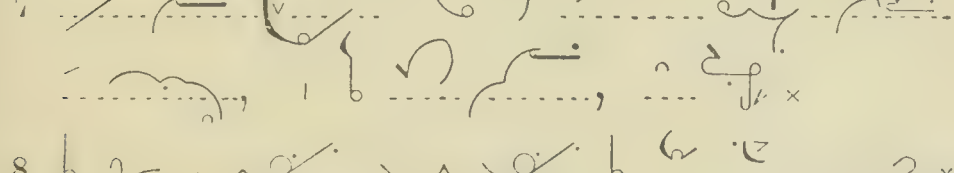
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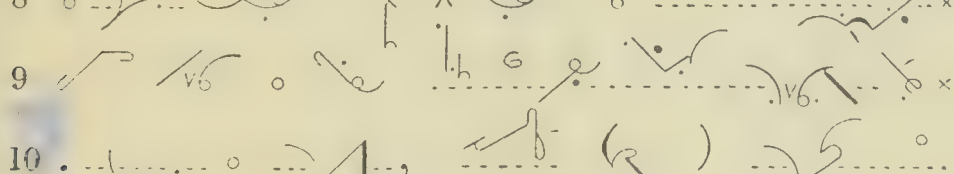
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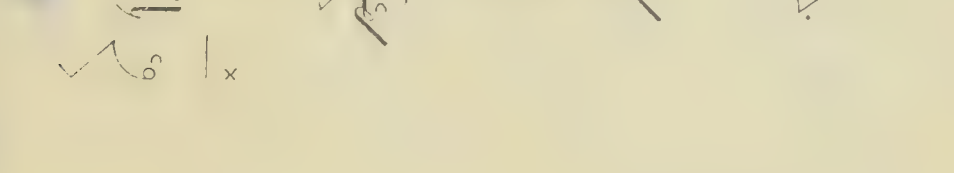
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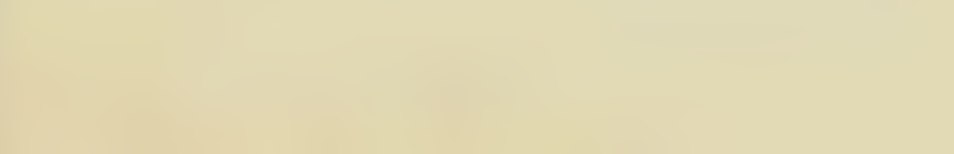
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Exercise 140*Write in Shorthand*

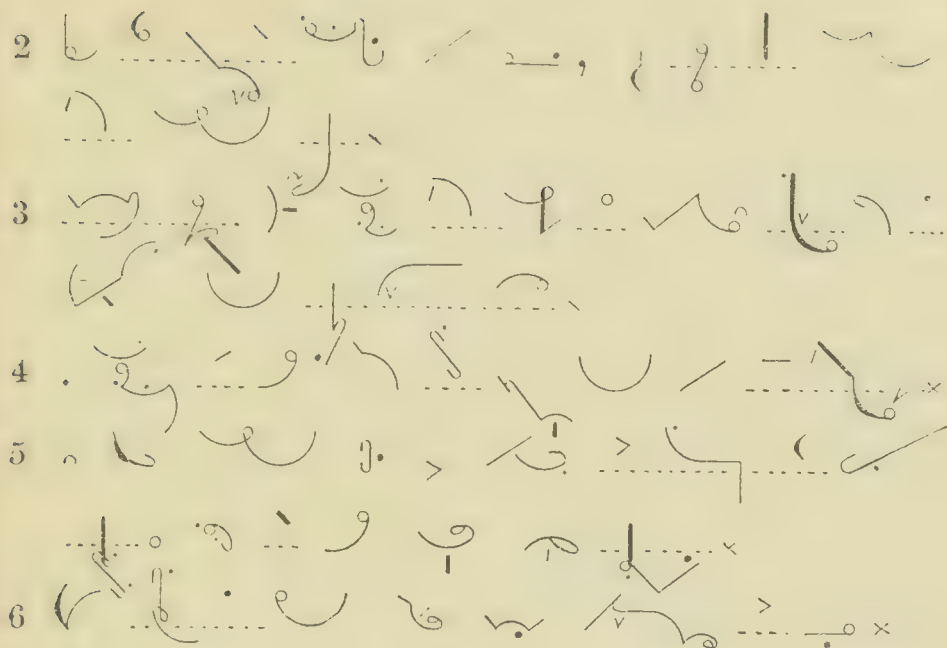
1. I-am conscious *that* your misconduct may cause considerable confusion.
2. If-you-can introduce a competent performer, I-will instruct *the* committee to pay him well.
3. In-your magnificent self-esteem you forget-the magnitude of-your self-imposed task.
4. If-the instructor destroys *the* instruments, he-may cause irreparable mischief.
5. I-am convinced *that*-my action is necessary to remove-the misconception.
6. I-shall contrive to be-present when-the company meets to-morrow.

CONTRACTIONS

' ' proficient-cy-ly, ' deficient-cy-ly, ' efficient-cy-ly,
 ' sufficient-cy-ly, ' electric, ' electrical, ' electricity,
 ' inconsiderate, ' selfish-ness.

Exercise 141*Read, copy, and transcribe*

1. I am conscious that your misconduct may cause considerable confusion.
 If you can introduce a competent performer, I will instruct the committee to pay him well.



Exercise 142

Write in Shorthand

1. We guarantee to-keep a sufficient staff of teachers to-turn out thoroughly efficient stenographers.
2. We-test the efficiency of-every teacher by examination, so-that no inefficient person can find a place.
3. The tests are severe enough to-prove whether a man is proficient in-his acquirements.
4. Our proficiency tests are-the result of-long years of consideration and-trial.
5. We-have-no selfish end in-view, our only aim being to-preserve a high standard in-the school.
6. You-will-see, therefore, that your conclusions are both inconsistent and-inconsiderate, and-we-believe you-will acknowledge-the inconsistency of-your position now that our unselfishness has-been sufficiently proved to-you.

PHRASES

early consideration, take (taken) into consideration,
 shall be taken into consideration, as soon as
convenient, in consequence (of), and the contrary,
 on the contrary, to the contrary, at your early
convenience, general manager, yours sincerely.

The prefix *con-* may be omitted in any phrase similar to the foregoing.

Exercise 143

Read, copy, and transcribe



Exercise 144*Write in Shorthand*

Messrs. Downing & Co., Niagara Falls, Ontario.












Gentlemen :




You-will-be-glad-to-know that I-have decided to-accept your offer of-the-premises in Sycamore Avenue, subject to possession being given by September 1. Perhaps you-will give early-consideration to-the likelihood of-this being arranged, and let-me-know your decision as-soon-as-convenient. I-am-obliged to stipulate for-this condition in-consequence of-having to vacate my present premises by-the date named. I-must ask-you-to-take-into-consideration also the fact that I-shall-be-obliged to-make several alterations before-the premises are exactly suitable for-my-requirements.


You appear to-think me new to-this business, whereas, on-the-contrary, I-have-been engaged in-it for-the-last five years. May I receive a reply at-your-early-convenience? Yours-sincerely,












CHAPTER XXVII



SUFFIXES AND TERMINATIONS





137. The suffix *-ing* is generally expressed by the stroke , and *-ings* by ; thus  *placing*,  *facings*,  *guessing*,  *meanings*; but when the stroke is not convenient, *-ing* is expressed by a light dot, and *-ings* by a light dash; thus  *shipping*,  *plating*,  *earring*,  *winnings*,  *engravings*.

138. The endings *-ality*, *-ility*, *-arity*, etc., are indicated by disjoining the stroke preceding the ending, thus  *finality*,  *durability*,  *regularity*.

139. The termination *-logical-ly* is expressed by a disjoined / *j*; thus  *mythological*.

140. The suffix *-ment* is expressed by  *ent*, when the sign  will not join easily; thus  *consignment*,  *commencement*,  *resentment*,  *pavement*,  *refinement*; but  is written in words like  *elopement*,  *commitment*,  *enjoyment*.

141. The suffix *-mental*, *-mentally*, or *-mentality* is expressed by disjoined *ment*; thus  *instrumental-ly-ity*,  *regimental*.

142. The suffix *-ly* is generally expressed by  joined or disjoined; thus  *sweetly*,  *friendly*,  *absolutely*,

confidently. The *l* hook is sometimes used in words ending in *-ly*; thus *briefly*, *deeply*, *actively*.

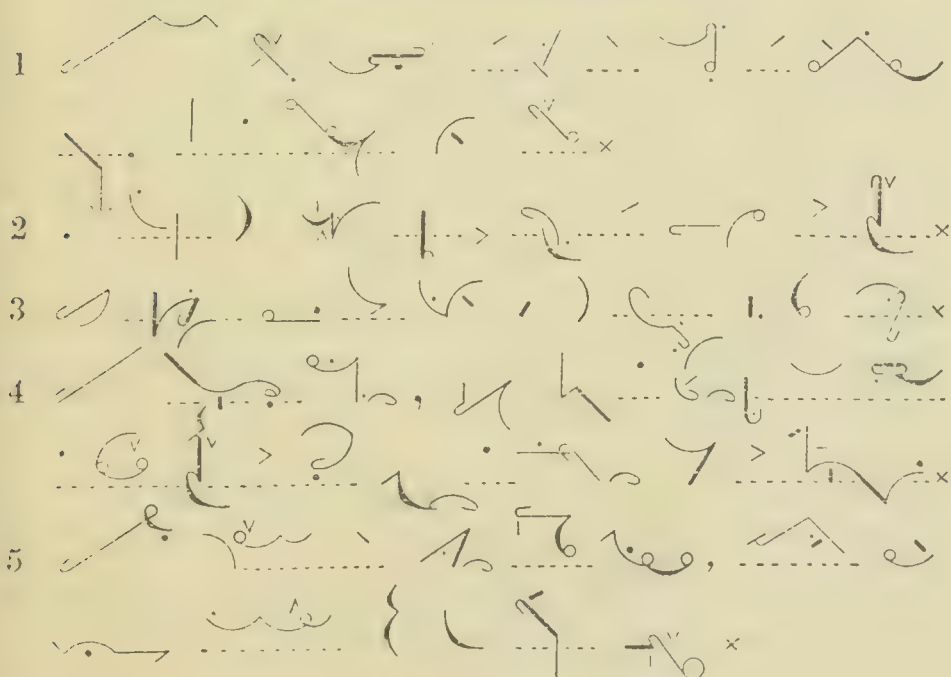
143. The suffix *-ship* is expressed by *ʃ*, joined or disjoined; thus *citizenship*, *hardship*.

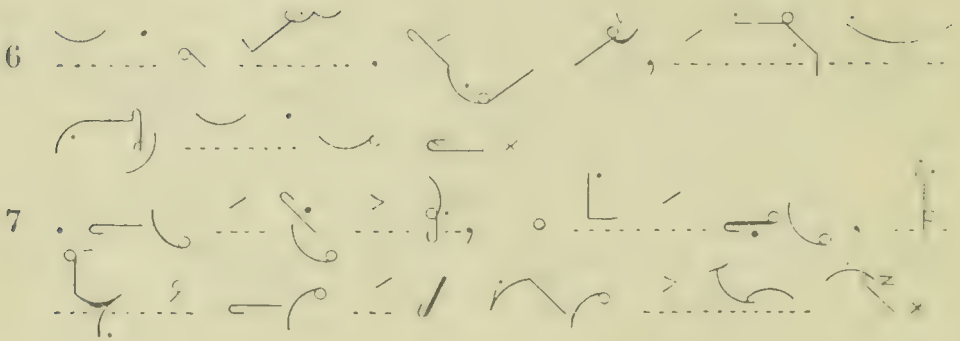
144. (a) The terminations *-fulness*, *-lessness* and *-lousness* are expressed respectively by *disjoined* *fs* and *ls*; thus *usefulness*, *uselessness*.

(b) The terminations *-ward*, *-wart* or *-wort*, and *-yard* are expressed by a half-length *w* and *y* respectively; thus *backward*, *stalwart*, *brickyard*.

Exercise 145

Read, copy, and transcribe














Exercise 146









Write in Shorthand

1. Replying *to-your-letter of-yesterday*, *we-are* arranging *to-forward-the* couplings *and* connecting rods *by-express* *this-evening*.
2. *As-we-are* asked, *we-feel we-must* say *that-the-majority of-* the designs *are wanting in* originality *and* attractability, *and-we-fear* they-will-not attain *a* popularity *sufficient* *to warrant* us *in* stocking them.
3. Candidly *speaking*, *we-think-the* patterns *are* badly designed, *and-though-it-is* distantly possible *that-they-may* sell well, *we-think-we should-be* acting imprudently *if-we* bought them.
4. Please-note *that-the-present* order came through-*the* instrumentality *of* Mr.-Smith, *and-is* supplemental *to-the* one *we-received yesterday*.
5. The delay *of-the* scheme *and-the* giving up *of-the* first proposal *was-the* cause *of-great* resentment.
6. The inspectorship *of-the* re-arranged district *was-given to-* him *in* consideration *of-his* great ability.

CONTRACTIONS

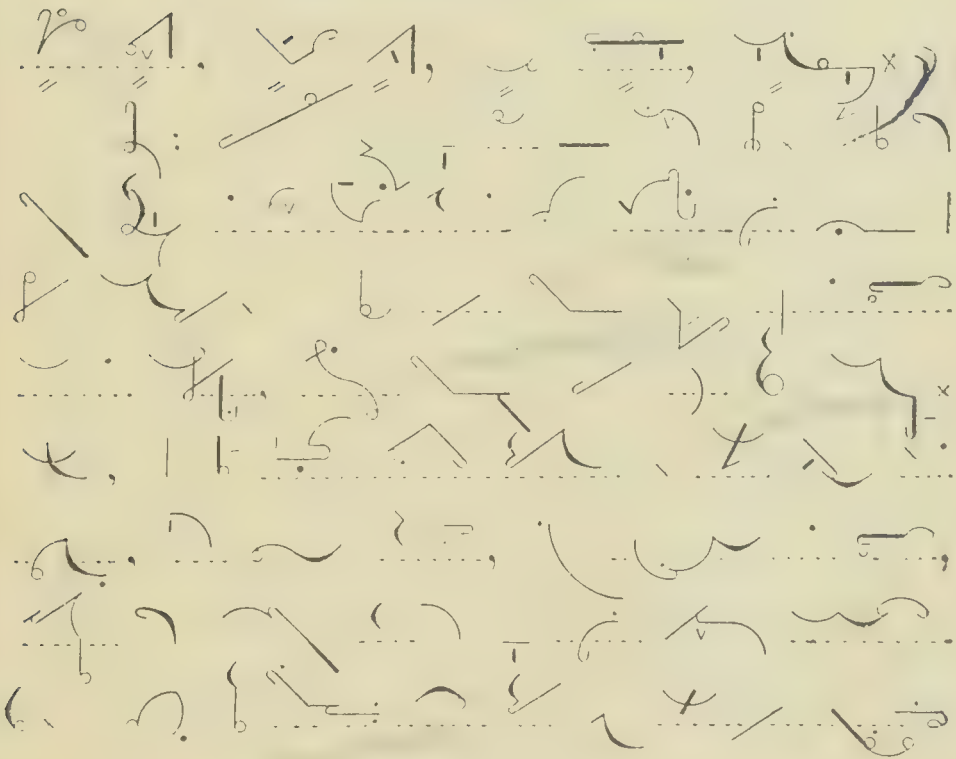
 *never*,  *nevertheless*,  *notwithstanding*,  *enlarge*,
 *probable-ly-ity*,  *practise-d*,  *practicable*,
 *satisfaction*,  *satisfactory*.

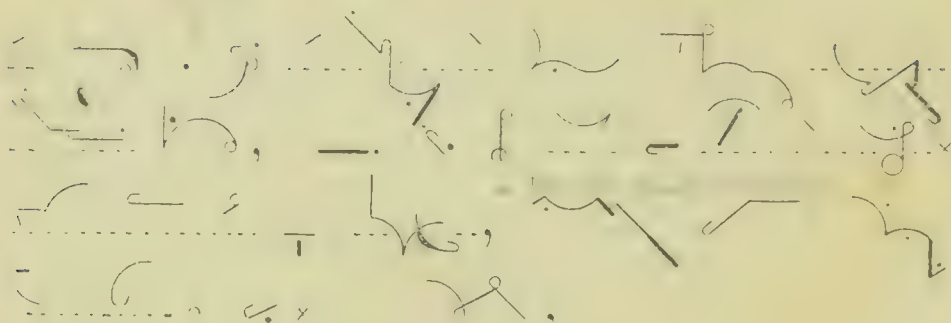
PHRASES

 *I have concluded*,  *satisfactory conclusion*,
 *unsatisfactory conclusion*,  *under the circumstances*,
 *best of my ability*,  *best of our ability*,
 *best of your ability*,  *best of their ability*.

Exercise 147

Read, copy, and transcribe





Exercise 148

Write in Shorthand

Mr. George Manning, Swift Current, Saskatchewan.

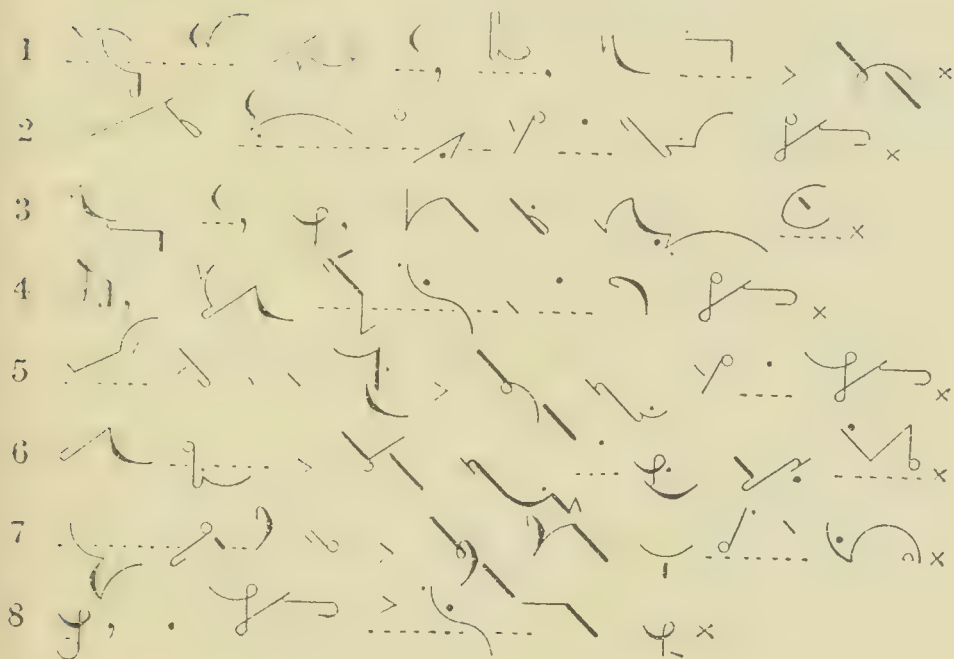
Dear-Sir:

We-are desirous that-you-should-know we-never hesitate to-replace a machine which does-not give complete satisfaction. Nevertheless, where practicable, we like to assure ourselves that-the flaw was-present when-the-machine left our hands. As a rule, this-is very improbable, because we-take every care to ensure-the perfect soundness of-every machine sent-out. We-are-satisfied, however, that in-the-present-instance, notwithstanding our care, there-has-been an oversight, probably on-the part of-one of-the new hands engaged since-we enlarged our works, and-we-shall-be-glad if-you-will return-the unsatisfactory machine at our cost. It-is practically impossible that-such an error should-be committed again. It-is satisfactory to us to know that-you-will-not permit this accident to interfere with your friendship for our firm. We flatter ourselves that-you-recognize us as practical men, who-have always practised straightforward business methods, and-endeavored to-the best-of-our-ability to satisfy-the needs of-our customers.

Respectfully-yours,

Exercise 149

Read, copy, and transcribe






CHAPTER XXVIII








OMISSION OF CONSONANTS ; FIGURES


145. In order to obtain more facile outlines, certain medial consonants may be omitted, as follows—




(a) *P* between *m* and *t*, or between *m* and *sh* ; thus

 *prompt*,  *stamped*,  *redemption*,
 *presumption*.

(b) *T* between the circle *s* and another consonant ; thus









 *postage*,  *postage stamp*,  *postpone*,
 *testimony*,  *mistake*,  *mistaken*,
 *domestic*.










(c) *K* or *g* between *ng* and *t* or *sh* ; thus  *adjunct*,











 *conjunction*,  *anxious*,  *sanction*.











Exercise 150

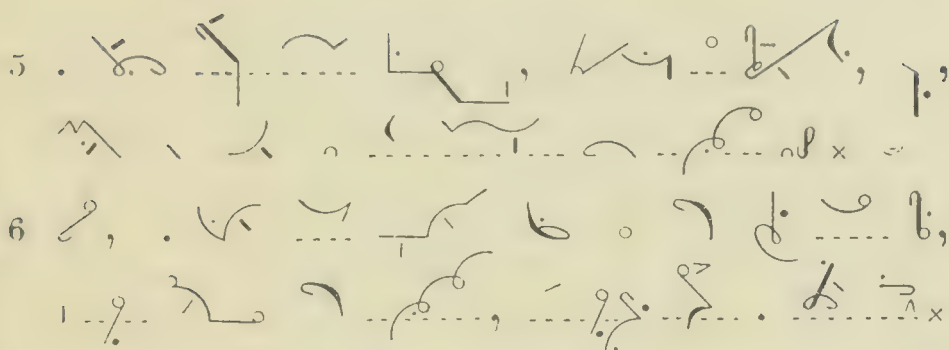
Read, copy, and transcribe

1.      ,    .

2.     >      .

3.           .

4.           .



Exercise 151


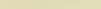
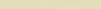
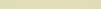




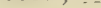
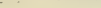

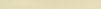
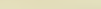
Write in Shorthand

Mr. Charles Warner, North Battleford, Saskatchewan.

Dear-Sir:

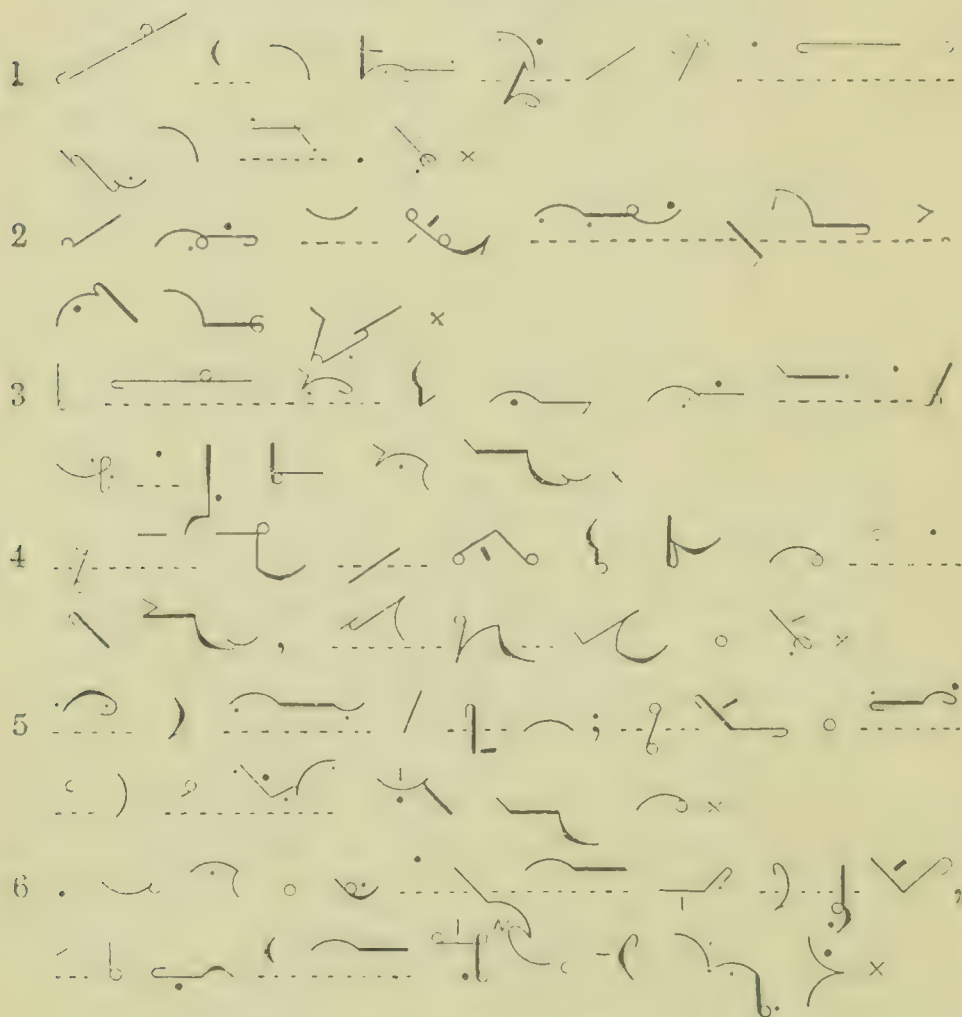
We-do-not-think you-will-be-surprised to-learn that-we-consider Barnes' offer almost a presumption. At-any-rate, it-is-no temptation to us to-sell, and-we-have promptly declined it. Please use the strongest efforts to secure Anderson's order. You-can promise punctual delivery in a week's-time. The market here is very restless, and business is languishing in-consequence. We-note your remarks about-the sacks, and-will attend to-the-matter immediately. Yours-truly,

GRAMMALOGS AND CONTRACTIONS

 character,  characteristic,  description,  justification,
 generalization,  organize-d,  organization,
 extinguish-ed,  distinguish-ed,  relinquish-ed,
 govern-ed,  government,  magnetic-ism.

PHRASES

L just possible, J just received, (last week,
 (this week, e next week, (last month.

Exercise 152*Read, copy, and transcribe***Exercise 153***Write in Shorthand*

1. *We-regret-the mistake in forwarding-you a description of-the wrong cloth, and-we-have despatched a representative with-the correct details.*
2. *We read in-the new magazine that-the-government has relinquished-the claim to control the domestic policy of-the ruler, and-we-think-there-is justification.*

3. *The distinguished speaker in-his generalization summed up-the character of-the organization with characteristic ability, though-we-think he-was mistaken in-his condemnation of-the recently signed agreement.*
4. *We-have organized a new system of-collection which-we-hope will reduce, if-it-does-not entirely extinguish, the losses on returns.*
5. *A magnet is a body which-has-the property of attracting iron and other magnetic bodies.*
6. *The science of-magnetism has-been studied for-many centuries.*

Figures

146. Figures *one to seven* and the figure *nine* are written in shorthand. All other numbers, except round numbers, are represented by the ordinary Arabic numerals. Round numbers, dollars and pounds may be expressed by using the shorthand letters, as follows—

— for *hundred* or *hundredth* ; thus —^4 , 400.

| for *dollars* ; thus 15 |, \$15 ; 250 |, \$250,000.

— for *million* ; thus —^4 , 4,000,000 ; —^4 — 400,000,000.

\ for *billion* ; thus 2 \, two billions.

(or (for *thousand* ; thus 5(, 5,000 ; —^5 , £500,000.

↗ for *rupees* ; thus 140 ↗, Rs. 140,000.

↘ for *francs* ; thus 260 ↘, 260,000 fr.

Dollars and cents may be written thus 7^{16} , \$7.16

Exercise 154

Write in Shorthand

Over two hundred million dollars is invested in-the citrus industry in California, with more-than 150,000 persons directly or indirectly supported by it.

It-is estimated that at-the present-time there-is a total of \$5,250,000,000 foreign capital invested in Canada. Of-this the United-States has-been responsible for \$2,500,000,000 according-to-the same estimate.

Seven thousand stockholders of-the General Cigar Company will share in-the dividends just declared by directors. The dividends are \$40,000 to-the preferred and \$27,000,000 to-the common stockholders.

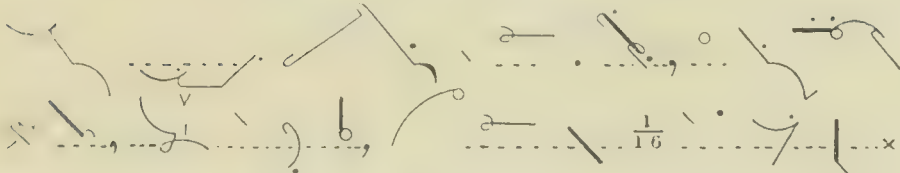
The cotton marketed since September 1 exceeds 12½ million bales. The actual output cannot have-been far short of 14,000,000 bales. Spinners' takings from September 1 to June 2 amounted to 10,269,000, of-which 2,514,000 were British, 3,815,000 Continental, etc., and 3,940,000 American and Canadian. It-is computed that-the-present supply, visible and-invisible, amounts to 6,768,000 bales. The outlook for next year appears to be anywhere between 11,000,000 and 14,000,000 bales, but it-is-impossible to predict more closely than this.

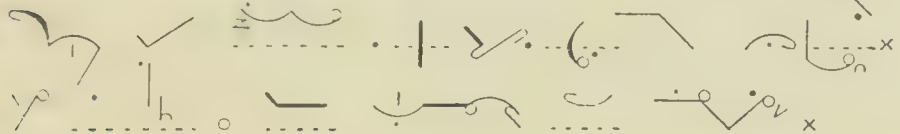
We-have-your check for £100, which-we-have-placed to-your-credit. Please-note-that since-we last wrote-you the price of steel has advanced \$1.25 a ton. Our price for drills is-now \$180.00 each, f.o.b. New Orleans or Boston.

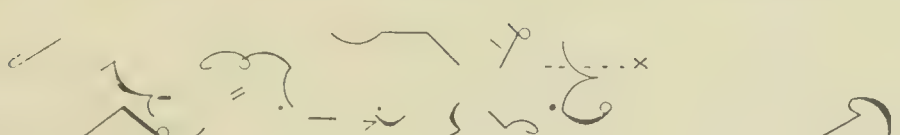
GRAMMALOGS AND CONTRACTIONS

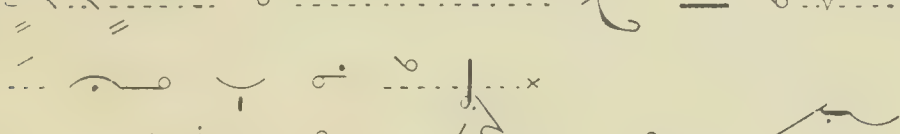
— \ capable, ∞ appointment, ∞∞ inscribe-d,
 ∞ inscription, ∞ instructive, ∞ instruction.

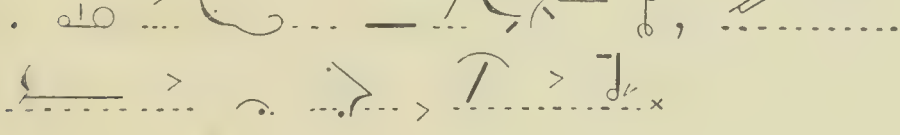
Exercise 155*Read, copy, and transcribe*

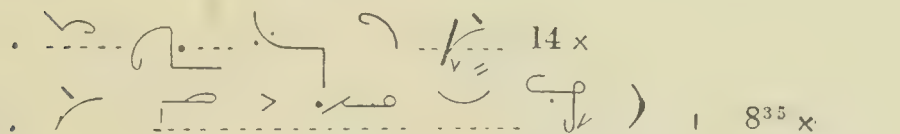
1 

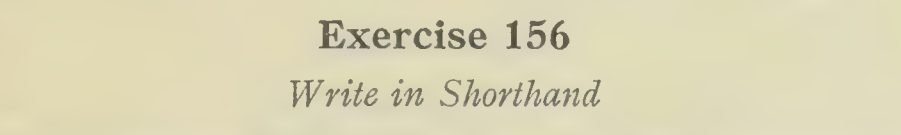
2 

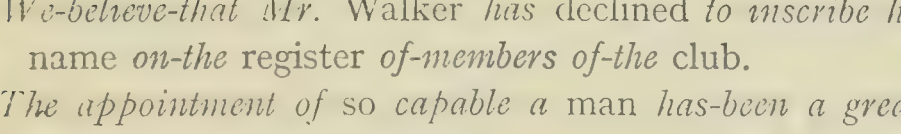
3 

4 

5 

6 

7 

8 

Exercise 156*Write in Shorthand*

1. *We-believe-that Mr. Walker has declined to inscribe his name on-the register of-members of-the club.*
2. *The appointment of so capable a man has-been a great-satisfaction to-the members.*
3. *I-understand he-is annoyed at-the treatment given to-his late opponent.*
4. *He thinks-the committee incapable of-making sufficient amends for-its conduct.*

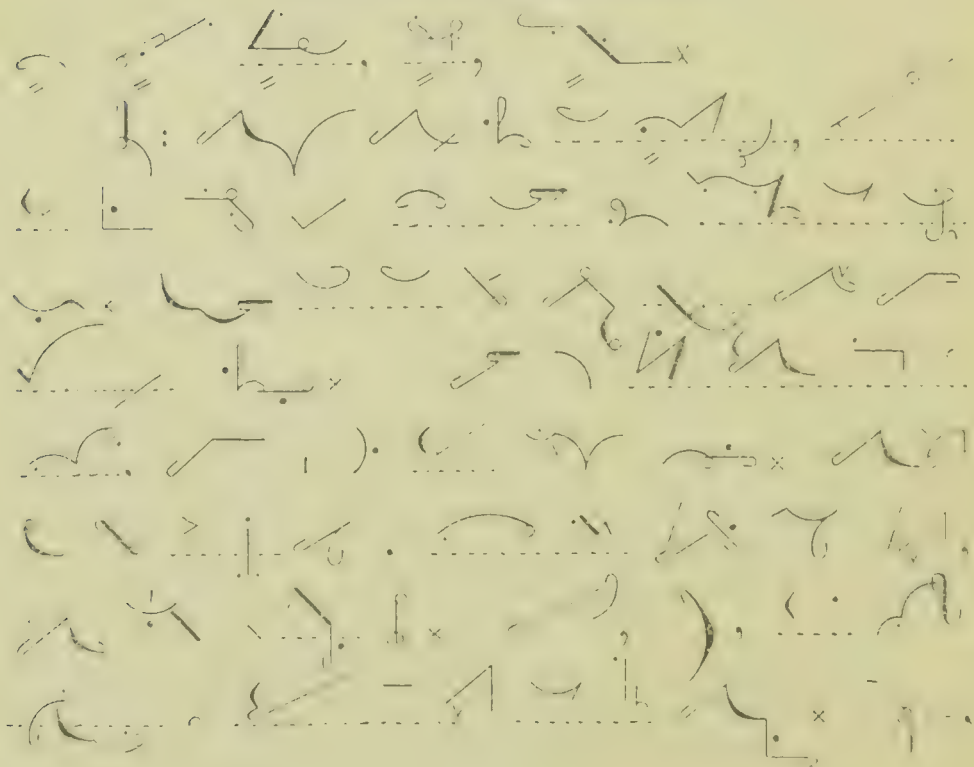
5. *His example may-be followed by-others, so-that I-fear-the proposed meeting will-be impossible now.*
6. *This period of inactivity is quite unexampled in-the history of-the company.*
7. *The appointment of Mr. Black as assistant to-the manager may alter the present state-of-things, and possibly produce satisfaction in-the-minds of-the shareholders.*
8. *It-may-be that-the amount you-mentioned was \$2,000, or a little over.*

PHRASES

in regard to, with regard to, having regard to,
 with respect to, with relation to, in relation to,
 with reference to, I have received.

Exercise 157

Read, copy, and transcribe



Exercise 158

Write in Shorthand

Mr. W. C. Shaw, Kitchener, Ontario.

Dear-Sir:

In-reply-to-your inquiry with-regard-to our special grade index cards, we-enclose several samples with prices marked on each. Having-regard-to-the fact that-you-are likely to take large quantities, we-have-quoted you very-low prices. With-reference-to your remarks as-to-the extension of-the system, we-may-say that-we-have-received letters from all parts of-the country assuring us that-it gives-the utmost satisfaction. We-shall-be-glad to-hear from-you again in-relation-to the type-writer supplies for-which we-quoted you last-week.

Respectfully-yours,

Exercise 159

Write in Shorthand

(This and the following Exercise are composed almost entirely of Grammalogs.)

1. To-give satisfaction when in school, and to-speak the truth under all-circumstances, should, in-the opinion of all people, be of first importance.
2. It-is a great-pleasure, and gives me much satisfaction, to-have this information that-the important improvements to-the school building are to be put in-hand.
3. On behalf of-the members I-thanked-the principal of-the school for-the general satisfaction that had-been given on-the important subject of language instruction.
4. Within-the next year, the difficult circumstances should-be overcome, as-the information which-has come to hand is most significant.

5. The remark of-the general was, in-my-opinion, and-in-that of-several members, largely without justification.
6. It-is impossible, however, to-give satisfaction till a larger number of-the people remember how very difficult the subject is.
7. Mere generalization cannot influence their opinion, and-the doctor should remember this when-he speaks to-the northern people on-the first.
8. The valuation of-the building was in-the hands of-the writer, and it-is believed that-this-has given general satisfaction.
9. The doctor wishes you to-come on-the third.

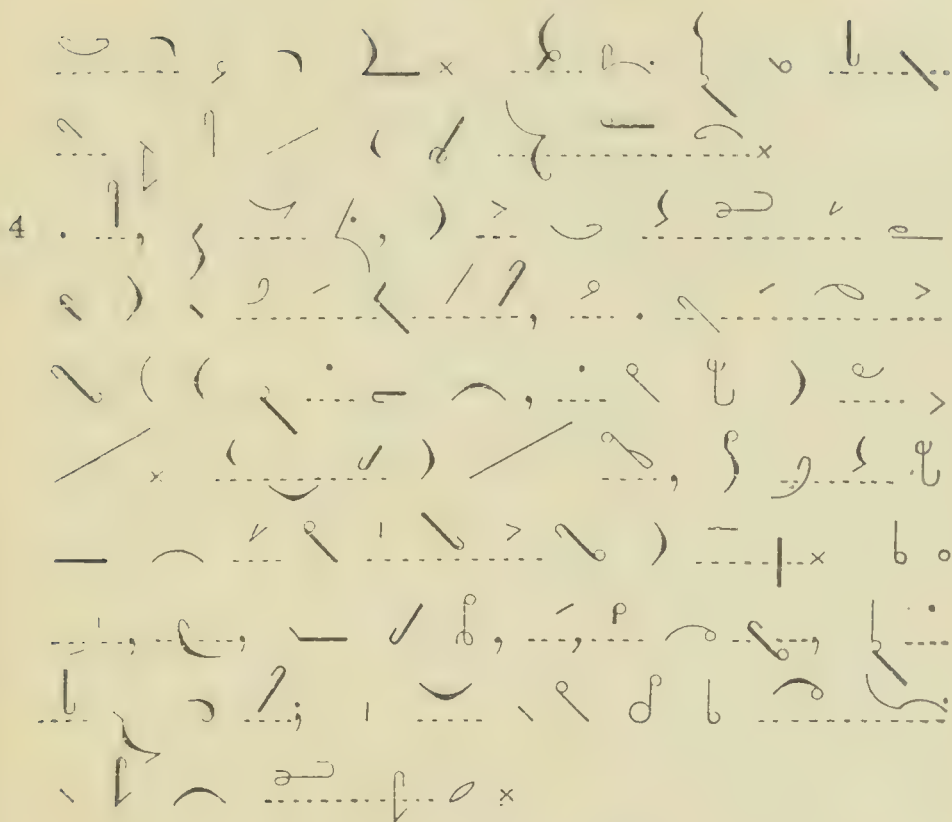
Exercise 160

Read, copy, and transcribe

1 .

2

3 .



CHAPTER XXIX

COMPOUND WORDS AND INTERSECTIONS

147. Compounds of *here*, *there*, *where*, etc., are written as follows—

	<i>in</i>	<i>on</i>	<i>at</i>	<i>to</i>	<i>of</i>	<i>with</i>
HERE						
THERE						
WHERE						

CONTRACTIONS

discharge-d,
 expenditure,
 expensive,
 manufacture-d,
 manufacturer,
 intelligent-ly,
 intelligence,
 intelligible-ly,
 advertise-d-ment.

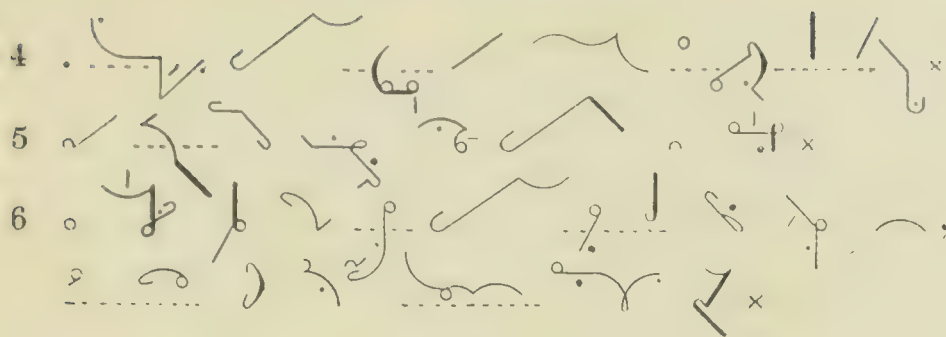
Exercise 161

Read, copy, and transcribe

1

2

3



Exercise 162

Write in Shorthand

1. We-enclose-here-with-the specimens whereof we spoke, and whereto we ask your attention.
2. The documents whereon we rely, and wherein you-will-find our case fully stated, are enclosed.
3. The facts-(of the)-case were laid before-him last Christmas or thereabouts, whereat he-was surprised, and whereon he expressed his views in-the-letter herein enclosed.
4. We-have-your-letter of-the first-instant, and-the estimates therein referred to are enclosed.
5. We-call your attention thereto, and-entrust the consideration thereof to-yourself and-partner.
6. I questioned the information whereof he spoke, and-I sent him your-letters, pointing-out that-therein he-would find-the true statement-(of the)-case.
7. Hereat he-was, it-seems, delighted, and hereto he drew-the attention of-the members, whereat they-were-pleased and whereupon they withdrew their opposition.
8. Please-note-that-the goods named in-the-order enclosed must-be delivered forthwith.

CONTRACTIONS

individual-ly, investment, interest, certificate.

Intersections

148. The shorthand writer may provide himself with brief, distinctive, and easily written outlines for the titles of companies, officials, etc., and for frequent colloquial phrases, by employing the principle of intersection, or the writing of one stroke consonant through another, as in the examples which follow, and from which the student may devise similar phrases to suit his requirements.

Where intersection is not practicable, write one stroke close to another. The following list shows how the device may be applied to any special needs of the writer.

P represents *party*—


 political party

 Conservative Party

 party question

Pr represents *Professor*—


 Professor Jackson


 Professor Robertson

 Professor of Chemistry

V represents *valuation*—

 low valuation

 high valuation

 valuation of the factory

Th represents *authority* or *month*—

 local authority

 sanitary authority


 for a month

 six months ago

S represents *society*—

 dramatic society

 Electrical Society

 society of musicians

M represents *mark* or
Major—

 auditor's mark

 water mark

 high-water mark

 Major Locker

 Major Johnson


N represents *national*—

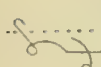
 national defence

 national affairs

 national dividends


R (down) represents *arranged*—


 I shall arrange the matter

 please make arrangements

 we have arranged

R (up) represents *railway*,
railroad, or *require-d*—

 State railways

 railway commission

 Metropolitan Railway

 inter-urban railroads

 railroad facilities

 you may require

 will be required

 your requirements


B represents *bank*—

 bank rate


 City bank

 Central bank

T represents *attention*—

 early attention


 necessary attention

 my attention has been called

D represents *department*—

 science department


 home department

 wireless department

 electrical department

 foreign department

 school department

 department of economics

J represents *Journal*—

 Bankers' Journal

 Engineering Journal

 Journal of Commerce

K represents *company* and other words—

 rubber company

 Steel & Iron Company


 Cab Co.

 Town Council


 capital punishment

 share capital


 Captain Thomson

 ship's captain

Kr represents *Colonel* and *Corporation*—

 Colonel Alexander


 Colonel Johnson

 public corporation

G represents *Government*—

 Government official


 French Government

 British Government

F represents *form*—

 necessary form

 as a matter of form

 form of the report

Exercise 163

Write in Shorthand

1. The party leaders are to-meet on-Thursday to-make arrangements for-the coming election.
2. The manager of-the State Bank writes to-the "Engineering Journal," calling attention to-the new savings department.
3. The Canadian Publishing Co. has issued an interesting new catalog of-its works.
4. The medical authorities declare the port absolutely free from-the plague.
5. The Musical and Dramatic Society gives its first recital of-the-season tomorrow evening.

6. A big increase is reported *in-the* traffic returns of-the Canadian National Railways.
7. I-will arrange-the-matter as I-have arranged it before.
8. Each individual present agreed that Savings Certificates is a good investment, with a very fair interest.

Exercise 164

Write in Shorthand


Mr. R. Mason, Kamloops, British Columbia.

Dear-Sir:

Referring *to-the* individual who called last-month regarding an investment, it-may interest-you to know that-we-have discovered, *to-our* surprise, that-the-man has since left-the country. We-were-told, by a perfectly disinterested person, that-the-man had had a far from uninteresting career. He won a high-speed certificate when-he-was sixteen years old, and, when-his father died, was left with sufficient funds to-meet any ordinary circumstances. He lost much money, however, and-seems to-have intended to-make a safe investment of-the-remainder. We-now see-the point of-his remark about not having "all-your eggs in-one basket," though-we-could-not make-it applicable to-his business at-the-time. We-will let you know if-we hear further about-him.

Respectfully-yours,

Distinguishing Vowels and Outlines

149. Regular and systematic practice in the writing and reading of shorthand characters, carefully following the rules for the indication of vowels, will enable the student to dispense with vocalization to a large extent. Nevertheless, he should not hesitate to insert a vowel where it seems necessary for the sake of distinction, as, for instance, in such words as  voluble (to distinguish from *valuable*),

— enemy (to distinguish from *name*), — extricate (to distinguish from *extract*). An uncommon proper name, too, should always be vocalized when written for the first time, though the outline may be left unvocalized should the name occur again in the same matter. Speaking generally, the stenographer should rather err on the side of over-vocalization than run any risk of illegibility by omitting necessary vowels.

CONTRACTIONS

— familiar-ity, — preliminary, — indispensable-ly.

Exercise 165

Write in Shorthand

(*In this Exercise the italic letters indicate the vowels which should be inserted.*)

We should-neither accept any theories nor adopt any views, however voluble the advocates of-such may-be except we-are convinced that-they-are authorized, and-have-been tested and attested by-those upon whose veracity we-can rely, or unless our-own reason approves of-them and-we have ample proof that-though they-may-have some defects, their adoption will-be valuable to us in-the-main, that-we may employ them to-the benefit of-ourselves and others, and-that-they-will-be ready on occasions of necessity. No matter how apposite the arguments may appear which-are adduced to-move us from an opposite opinion we should-be as adamant in-the face of any demand upon-the feelings, which-our reason does-not sanction. Thus, any attempt to-tempt us to foolish actions will-only end in-the failure of-the tempter. We-have-been endowed with mental faculties far-and-away above those with-which-the lower animals are endued, in order that-we-may protect ourselves from-our enemies, and may add to-our happiness. It-is a fact, how-

ever, that-such-is-the effect of-persuasion upon some persons of weak will that-they become as mere wax in-the hands of those-who-would lure them to-ruin. With-such people it-seems only necessary for a fluent rogue to *advance* an *alluring* picture of an *affluent* position at little cost, and-they fall at-once, without a defence, into-the trap set for-them. Is-not-this-the secret of almost every successful fraud we-have-heard or read of in-any-nation ? There-are, *alas*, too-many persons who-make-it their vocation or *avocation* in life to dupe others less able than themselves. They-have no feelings of honor, or else they-would-not prey on-the failings of-those around. They despise veracity, and-their greed for gold amounts almost to voracity. To obtain possession of-riches they-make light of-every opposition, and are slow to *admit* themselves beaten. They-are *averse* to honest labor, and-yet they spare no pains to become familiar with-the cunning arts necessary to-extract money from-their victims, and to-extricate themselves from-the consequences of-their illegal actions. They devise a plot, and, under-the semblance of *advice*, they *operate* on-the greed and-credulity of ignorant persons and-having, as a preliminary move, thrown them off their guard, lead them into foolish *adventures*. Truly “ a fool and-his money are easily parted.” We should-not *attach* too-much importance to a scheme because-it-is introduced with a flourish of fair words, nor should-we touch any speculative *affair* without first subjecting it to an accurate examination. If-we could only examine the *annual* returns of failures and *analyze* their-causes, we should-find that-many are *attributable* to an *utter* absence of-judgment in-the conduct of business, and an over-confidence in-the nicety and honesty of-others. Caution is an indispensable quality in all-our dealings.







Exercise 166

*Write in Shorthand**Mr. Richard Young, London, Ontario.**Dear-Sir:*











The original of-the document to-which-you-refer in-your-letter of-yesterday may-be-seen here, after a preliminary examination of-your credentials. This-is an indispensable condition, and it-is strange that-you-should-not-be familiar with-it. The circumstance would appear to show that-you-are a newcomer to-this district. We-shall-be-pleased, however, to see-you whenever you care to-call.











































Yours-truly,

Distinguishing Outlines

150. There are some words which have *outlines of their own*; that is, they are readily recognized by their distinctive forms, which it is difficult to read for any but the words they are intended to represent. The following are examples of such words:  *instincts*,  *disqualifies*,  *distinction*,  *pronounce*,  *miserably*,  *fortunately*.

151. Words which are similar in consonantal structure may be distinguished by a difference of outline, as shown in the following list:

 *petrify*,  *putrefy*;  *passionate*,  *patient*;
 *purpose*,  *propose*, *perhaps*;  *appropriate*,
 *purport*;  *property*,  *propriety*,

 appropriation,  preparation;  proffer,  prefer;
 provide,  pervade;  prosecute,  persecute;
 prosecution,  persecution;  detriment,
 determined;  debtor,  editor;  defray,  defer;
 considered,  considerate;  courage,  carriage;
 factor,  factory;  favored,  favorite;
 grantee,  guarantee;  impassioned,
 impatient;  unavoidable,  inevitable;
 learned (verb),  learned (adjective);  regard,
 regret;  resume,  reassume. *Pure* and *poor*,
and derivatives of these words, are written in the third
position, and are distinguished thus:  *pure*,
 *purely*,  *pureness*;  *poor*,  *poorly*,
 *pooriness*.

Exercise 167

Write in Shorthand

(The distinguished words are printed in SMALL CAPITALS)

1. A man of-his DISTINCTION in learning can easily say whether-the thing will PUTREFY or PETRIFY.
2. The PASSIONATE behavior of-the miserable fellow contrasted with-the PATIENT bearing of-his companion.
3. PERHAPS you PROPOSE to accomplish your PURPOSE in-another-way.
4. We-consider it very APPROPRIATE that-the-PROPERTY should go to a man of-such PROPRIETY.

5. *What-is-the* PURPORT *of-the* APPROPRIATION *for-which-*
you-are making such *careful* PREPARATION ?
6. If-you PREFER *to-PROFFER* your services free *of-charge*,
I-*shall* DEFER my-proposal *to* DEFRAID your expenses.
7. The presence *of-the* ladies will-PROVIDE an air *of-quiet-*
ness that-is sure *to-PERVADE-the* whole conference.
8. I-fear-*the* PROSECUTION *has become* a PERSECUTION, *and-*
that-they PROSECUTE the case now *rather to* PERSECUTE
the unfortunate man *than to* secure justice.
9. They-were compensated *for-the* POORNESS *of-the* bread
by-the PURENESS *of-the* milk.
10. I-REGARD-*the* EDITOR *as-my* DEBTOR *for-the-amount*,
but I-REGRET *to* say he does-not recognize my claim.
11. The COURAGE *of-the* student *in* stopping the CARRIAGE
won the admiration *of-the* FACTOR, *and-the* youth
is-now engaged *at-the* FACTORY.
12. We-were-FAVORED *with an* IMPASSIONED address *from*
our FAVORITE speaker, *who*, IMPATIENT *at what-he*
CONSIDERED-*the* want *of* CONSIDERATE treatment
by-the mayor, gave us a rousing discourse.
13. *It-was* INEVITABLE, *in-the* UNAVOIDABLE absence *of*
Mr.-Brown, *that-you-should* RESUME your position *and*
REASSUME-*the* control *of-the* FACTORY.
14. Fortunately, *his* instinct *as a* scholar led *him to-PRO-*
NOUNCE-*the* words properly, or he-would-have-been
disqualified.

CONTRACTIONS

S sensible-ly-ility, P peculiar-ity, V perpendicular,
 P proportion-ed, P proportionate-ly, E establish-ed-ment.

Exercise 168*Write in Shorthand*

- (a) *Dear-Sir: The peculiar novelty about which-you inquire cannot-be fully described in a letter, as-we-are perpetually informing inquirers. We-have-just established a branch in Brandon, Manitoba, where you-can examine the article at any-time.*

Respectfully-yours,

- (b) *Dear-Sir: The many attacks which-you have-been pleased to-make upon-the management of-this establishment are altogether out-of proportion to-the gravity of-the error we made, and-we appeal to-you to discontinue them at-once.*

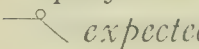

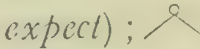
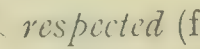



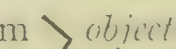
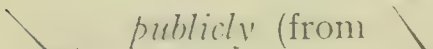
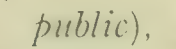
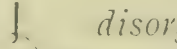
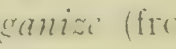
Respectfully-yours,

- (c) *Dear-Sir: Referring-to-your-letter of-yesterday, we-think your-writing is too perpendicular, and-that-you do-not observe a due proportion in-the size of-the letters. Your upstrokes are by-no-means proportionate in length to-the horizontals, and you-are rather reckless in-the use of-phrases. The most sensible plan for a man of-your sensibility would-be to take a course of-private lessons, and-we-shall-be-pleased to see-you with a view to-this. We-do-not propose to establish a branch in-your town at-present.*


















Yours-respectfully,

CHAPTER XXX

CONTRACTIONS

A number of contracted forms for commonly occurring words have already been learned. Certain other words may be contracted by the omission of one or more consonants or of a syllable. In some cases the same outlines are employed for both primitive and derivative words ; thus  *expected* (from  *expect*) ;  *respected* (from  *respect*). In other cases the derivative is formed by addition to the contracted outline for the root word ; thus  *enlargement* (from  *enlarge*),  *objectionable* (from  *objection*),  *publicly* (from  *public*),  *disorganize* (from  *organize*). In this way you may easily and naturally build a list of contracted forms. The following lists include the contractions in this class given in previous Chapters.

Omission of N

	passenger		appointment
	stranger		attainment
	messenger		contentment
	danger		assignment
	dangerous		entertainment
	contingency		enlightenment
	emergency		abandonment
	exigency		oneself
	stringency		

Omission of R

	demonstrate		monstrous
	demonstration		manuscript
	remonstrate		henceforward
	remonstrance		thenceforward
	ministry		

Omission of -ect

	expect-ed		imperfect-ly-ion
	inspect-ed-ion		suspect-ed
	prospect		object-ed
	respect-ed		project-ed
	retrospect		architect-ure-al

Omission of kt before -ive

	perspective		destructive
	prospective		destructively
	productive		retrospective
	obstructive		irrespective
	objective		irrespectively

Omission of K before -shun

	production		destruction
	obstruction		jurisdiction
	objection		introduction
	objectionable		retrospection

Exercise 170*Write in Shorthand*

1. *The contingency was unexpected, and-unsuspected, as an inspection had-been made by-the architect.*
2. *The introduction of-the stranger to-the appointment raised many objections.*
3. *Demonstrations for-the enlightenment of strangers will henceforward be given only by a qualified demonstrator.*
4. *The administration was denounced as monstrous and most objectionable.*
5. *In-the attainment of-his objective the professor had little time for entertainment.*
6. *Irrespective of-the merits of-the case, it-is contended that-the stranger was disrespectful and obstructive in-his methods when-he visited the Ministry.*

READING AND DICTATION PRACTICE

The method of counting the words in the following letters and articles is that used by the Contest Committee of the National Shorthand Reporters' Association. Compound words are counted according to the number of single words in the compound. Figures are counted as read. 24' 3" is read twenty-four feet three inches, and is consequently counted as five words; \$245.50 is read two hundred forty-five dollars and fifty cents and counted as eight words. Each initial in a proper name is counted as one word. The total number of words is given at the end of each letter or article.

1

Mr. J. H. Smith, Jr., of the City of New York, has been appointed to the position of Secretary of the Board of Education. He is a young man of great ability and energy, and is well qualified for the position. He has been in the service of the Board for several years, and has been successful in many of his efforts to improve the system. He is a member of the Board of Education, and is well known to the public. He is a native of New York, and is a graduate of the City College. He is a member of the Board of Education, and is well known to the public. He is a native of New York, and is a graduate of the City College. (46)

2

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3

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4

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5

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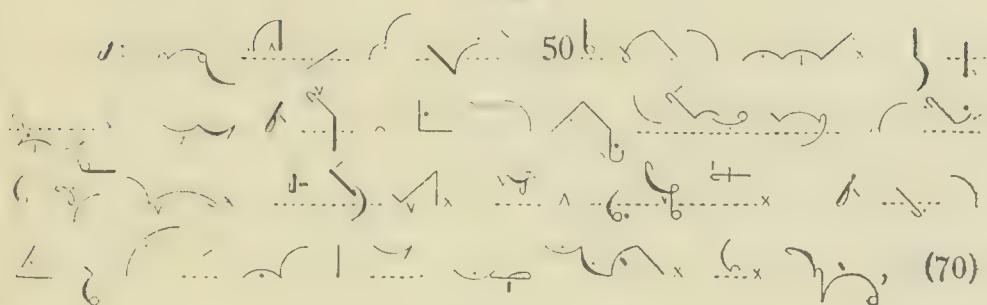
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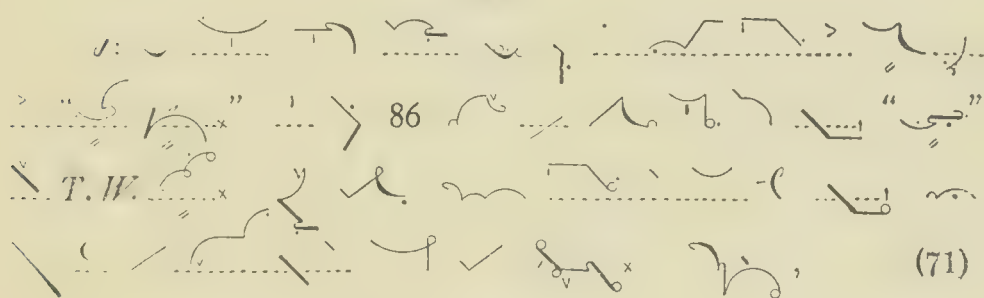
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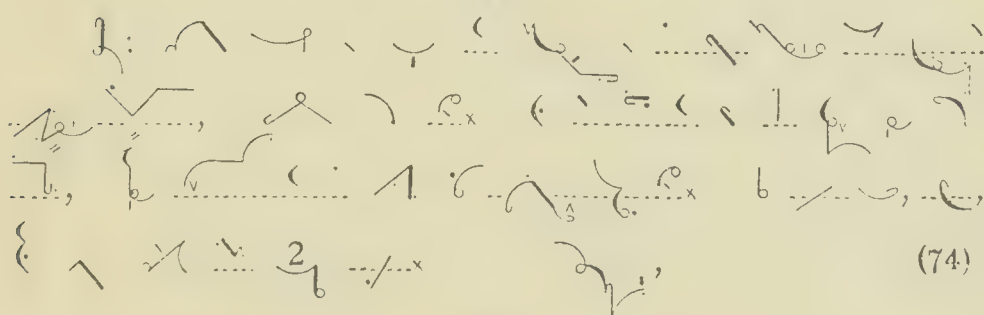
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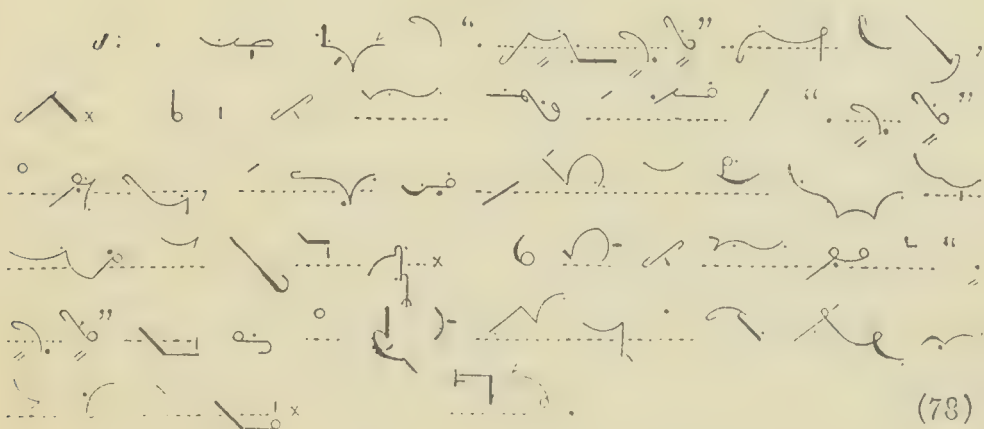
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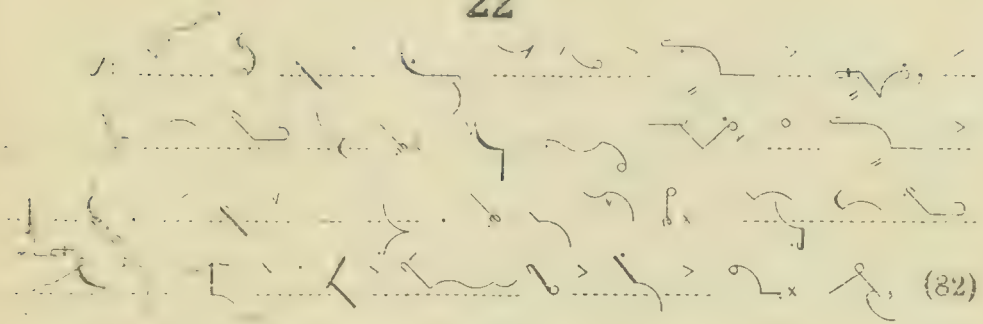
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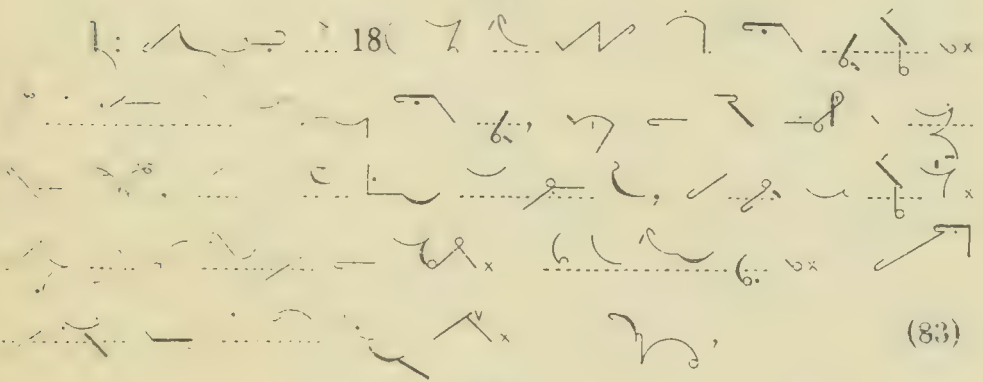
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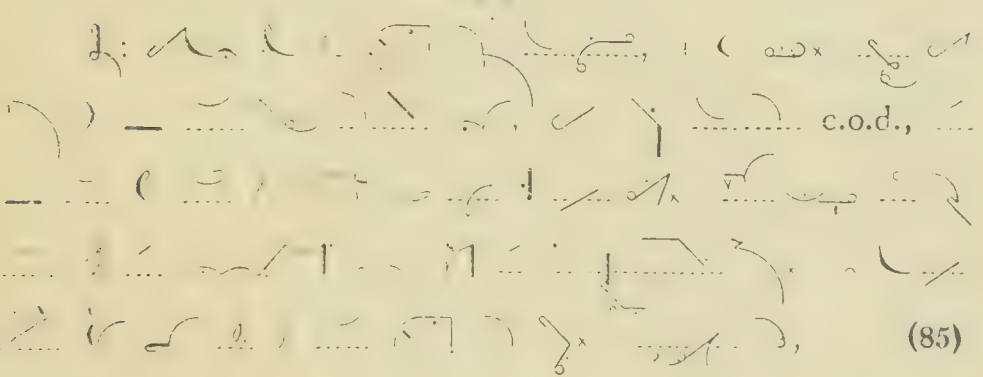
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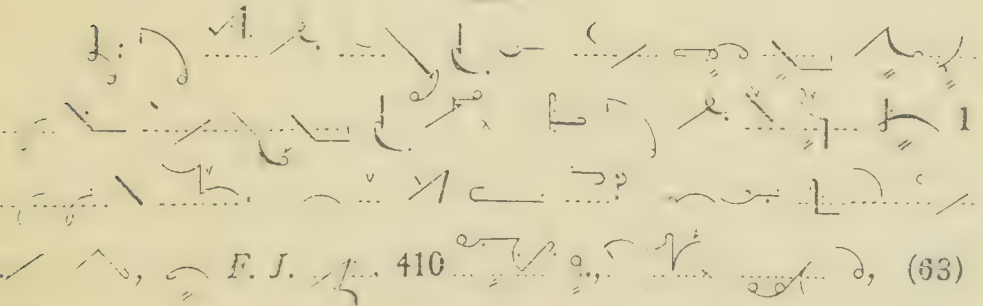
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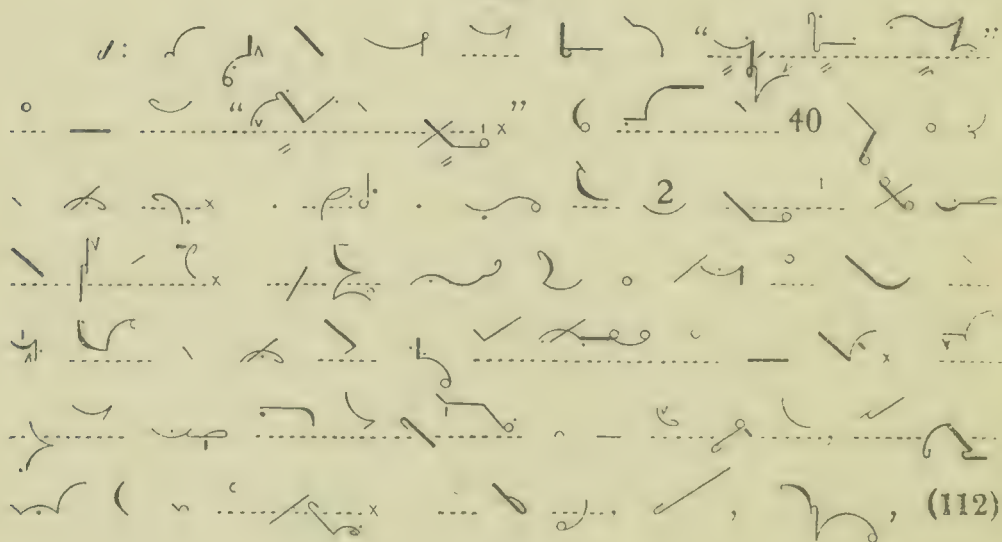
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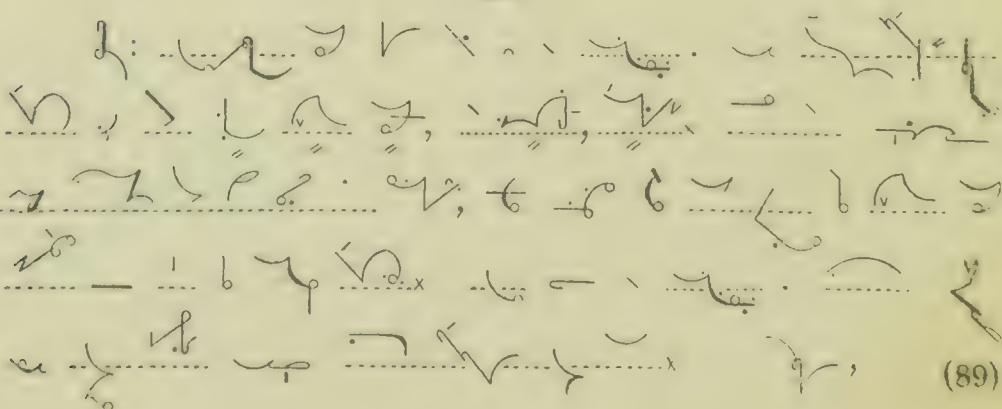
26



27



28



29

Handwriting practice for the number 29, showing various cursive forms and strokes on lined paper. The practice includes several rows of connected cursive letters and numbers, with some letters marked with 'x' to indicate specific points of interest or correction. The final row ends with the number (82).

30

Handwriting practice for the number 30, showing various cursive forms and strokes on lined paper. The practice includes several rows of connected cursive letters and numbers, with some letters marked with 'x' to indicate specific points of interest or correction. The final row ends with the number (91).

31

Handwriting practice for the number 31, showing various cursive forms and strokes on lined paper. The practice includes several rows of connected cursive letters and numbers, with some letters marked with 'x' to indicate specific points of interest or correction. The final row ends with the number (95).

32

1. *Handwritten musical notation on a five-line staff, featuring various note values and rests.*

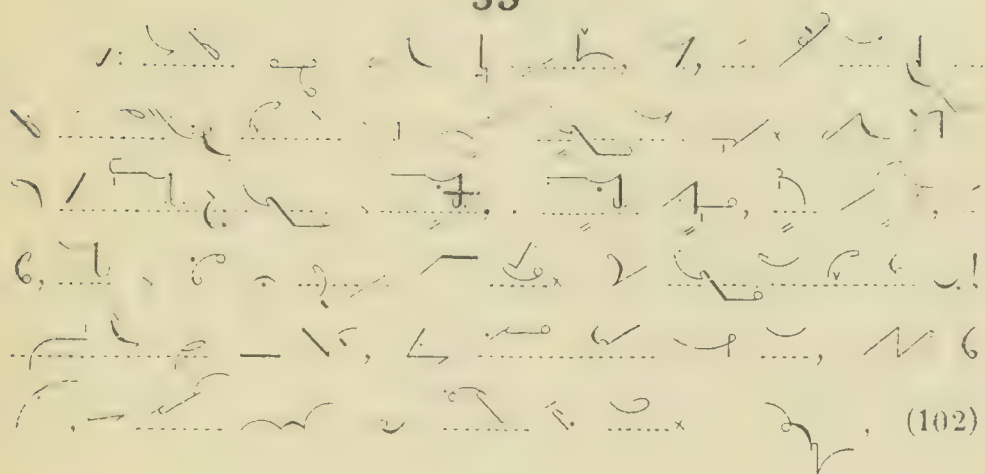
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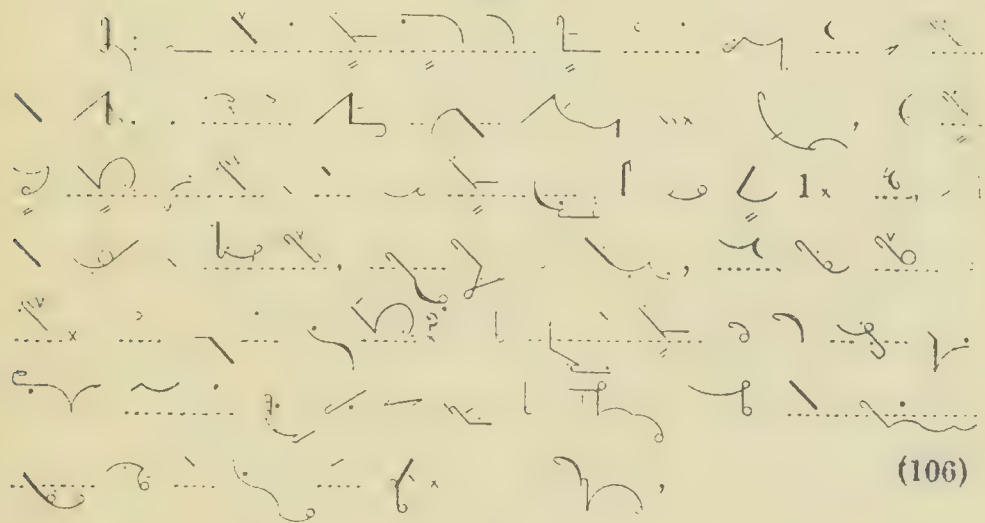
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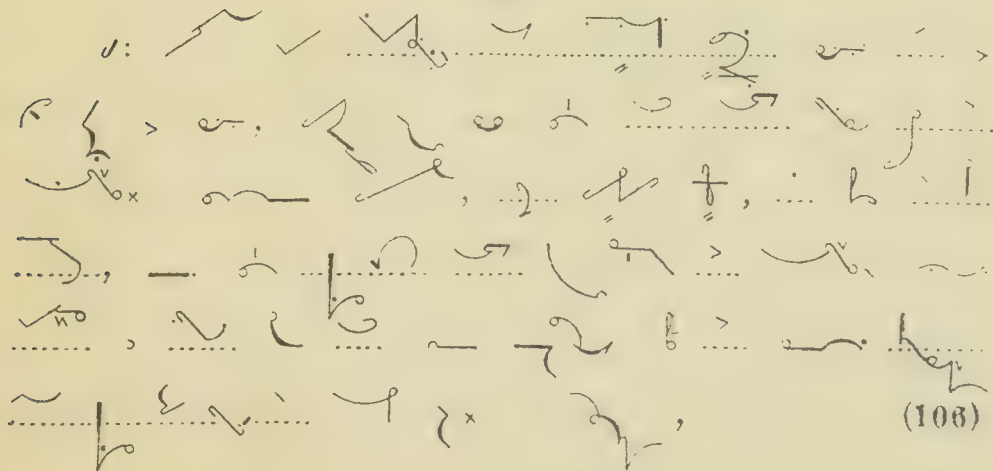
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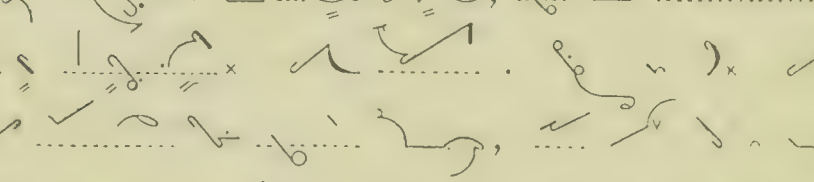
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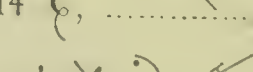



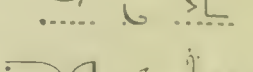

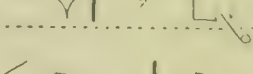


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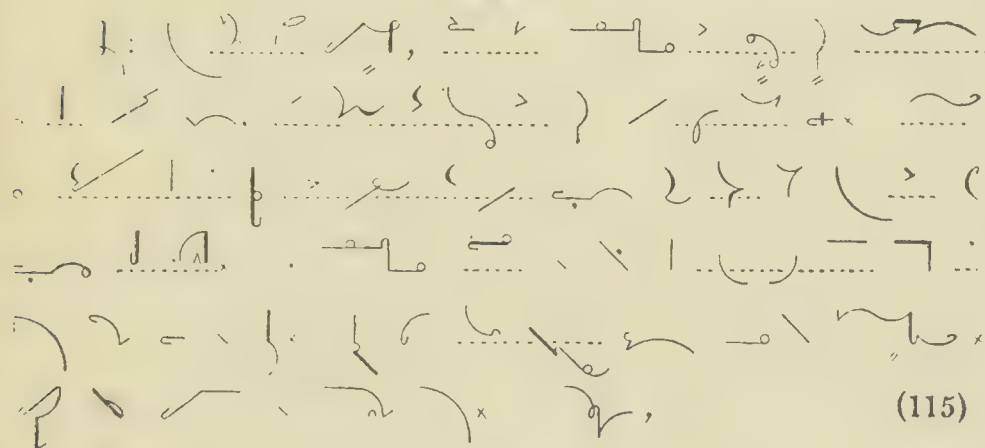
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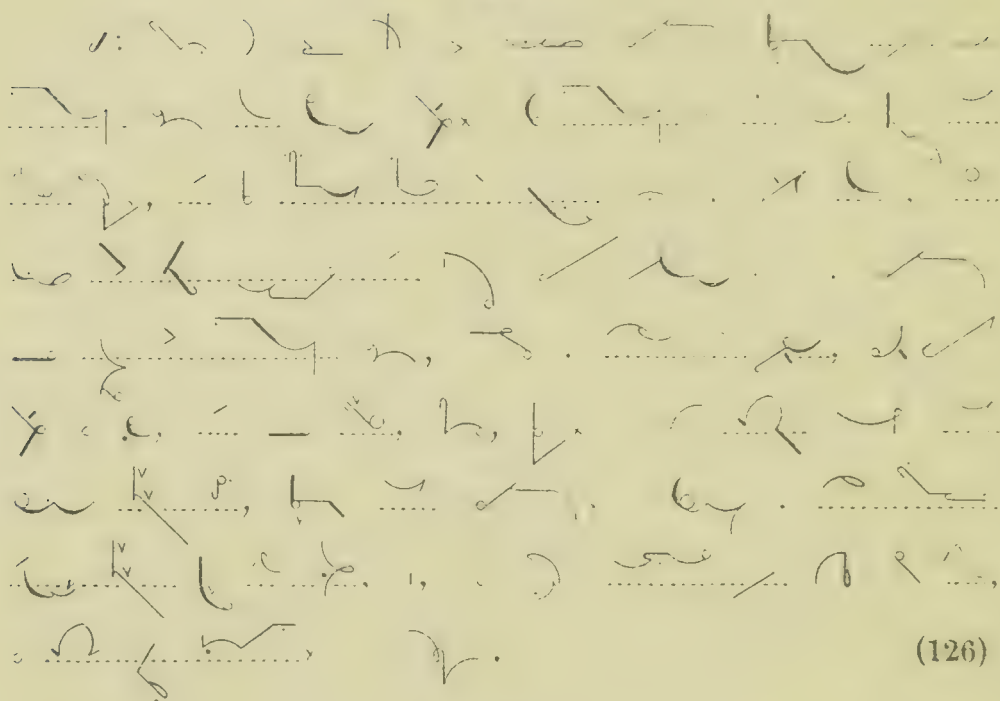
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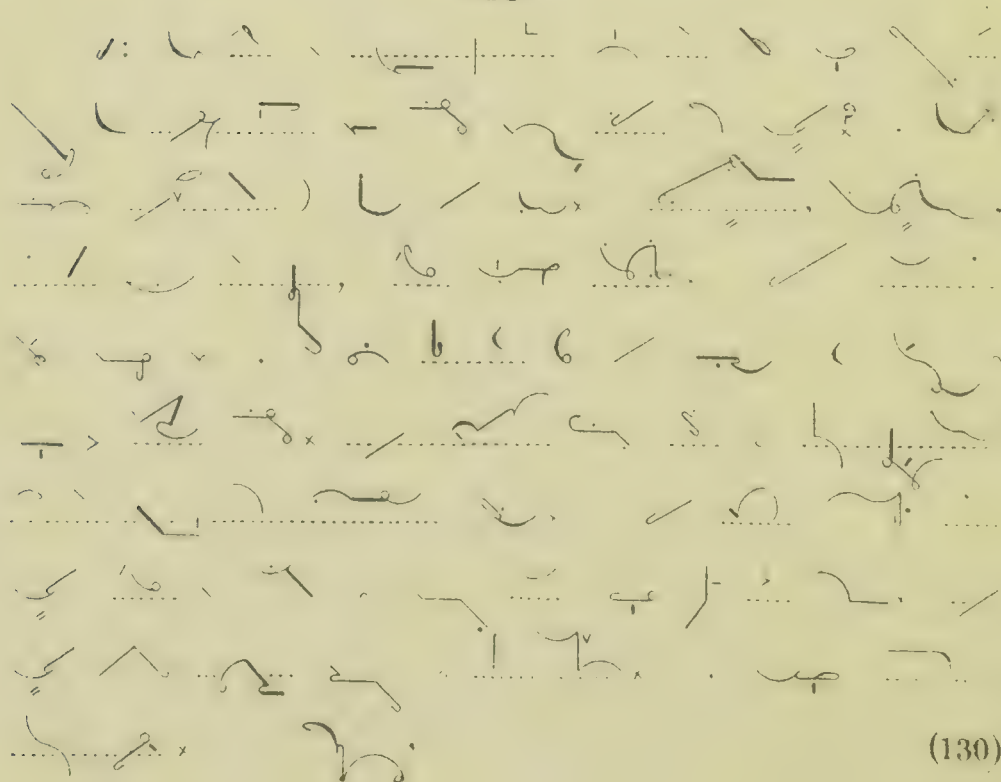
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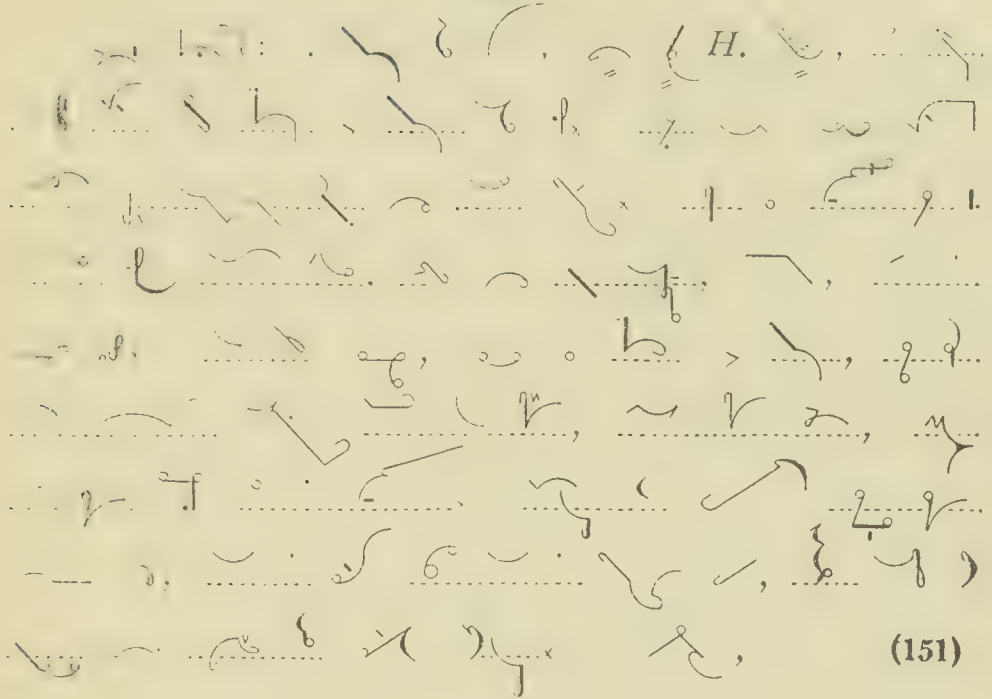
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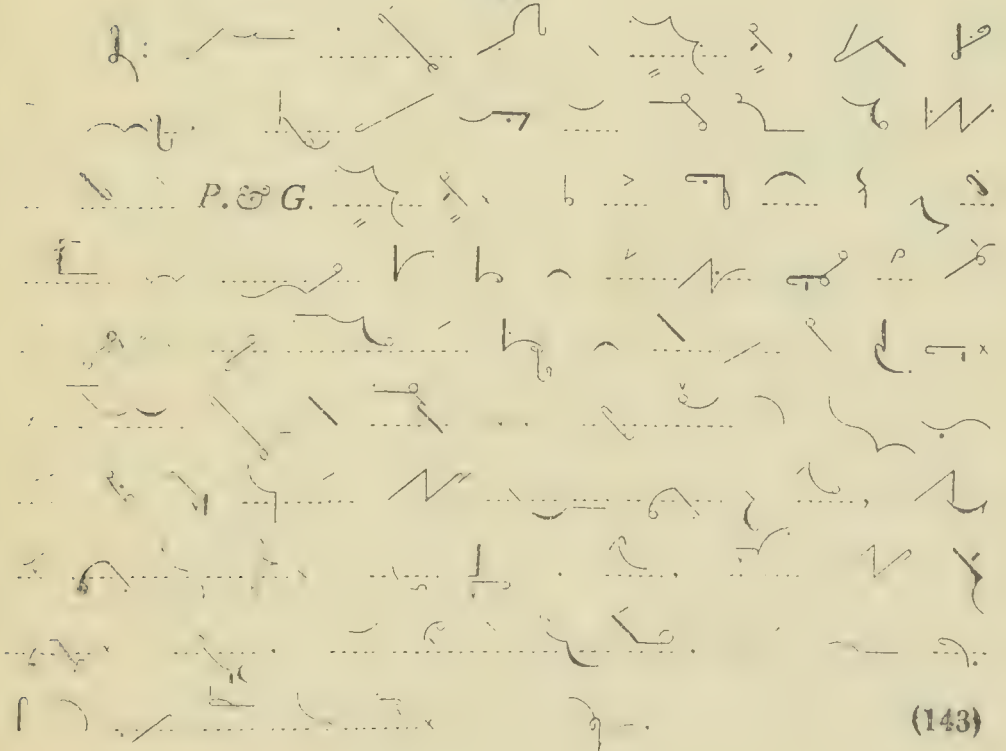
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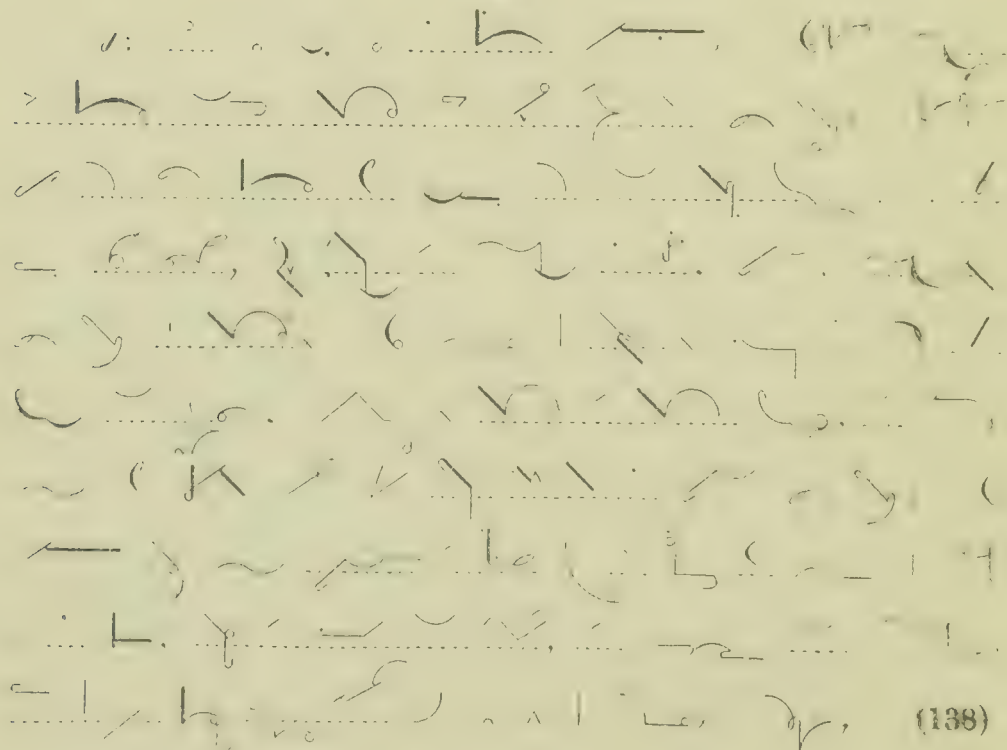
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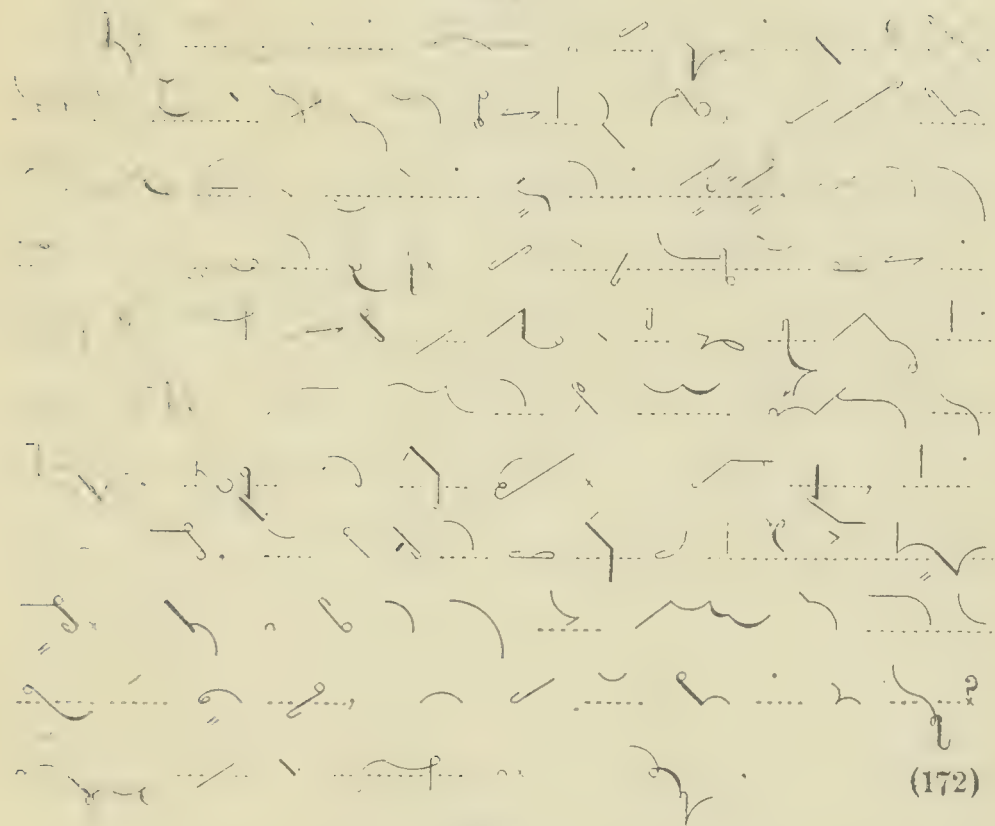
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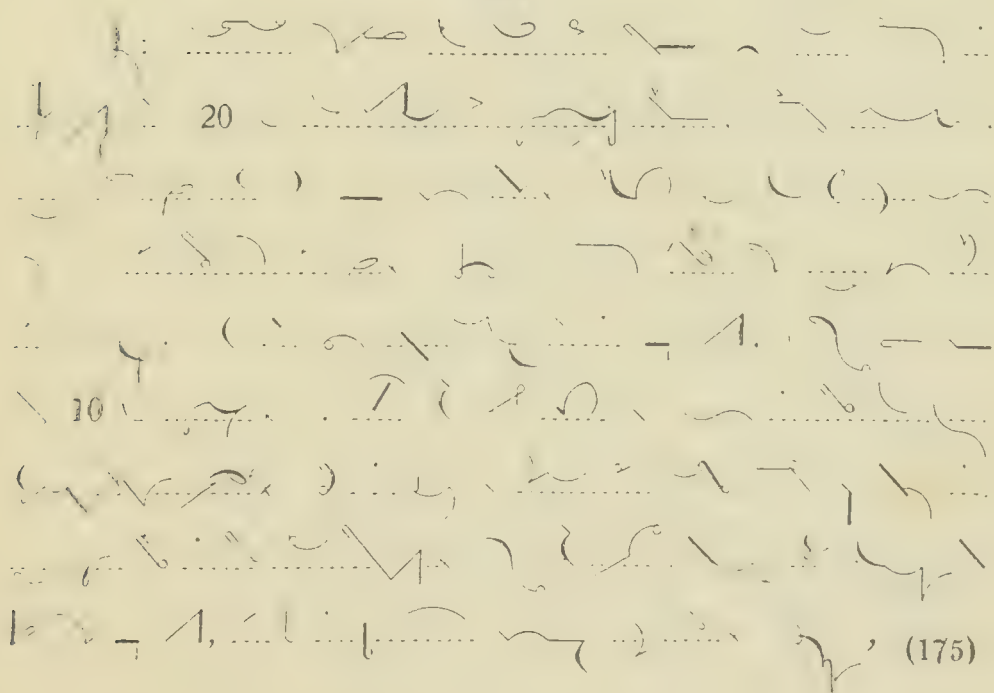
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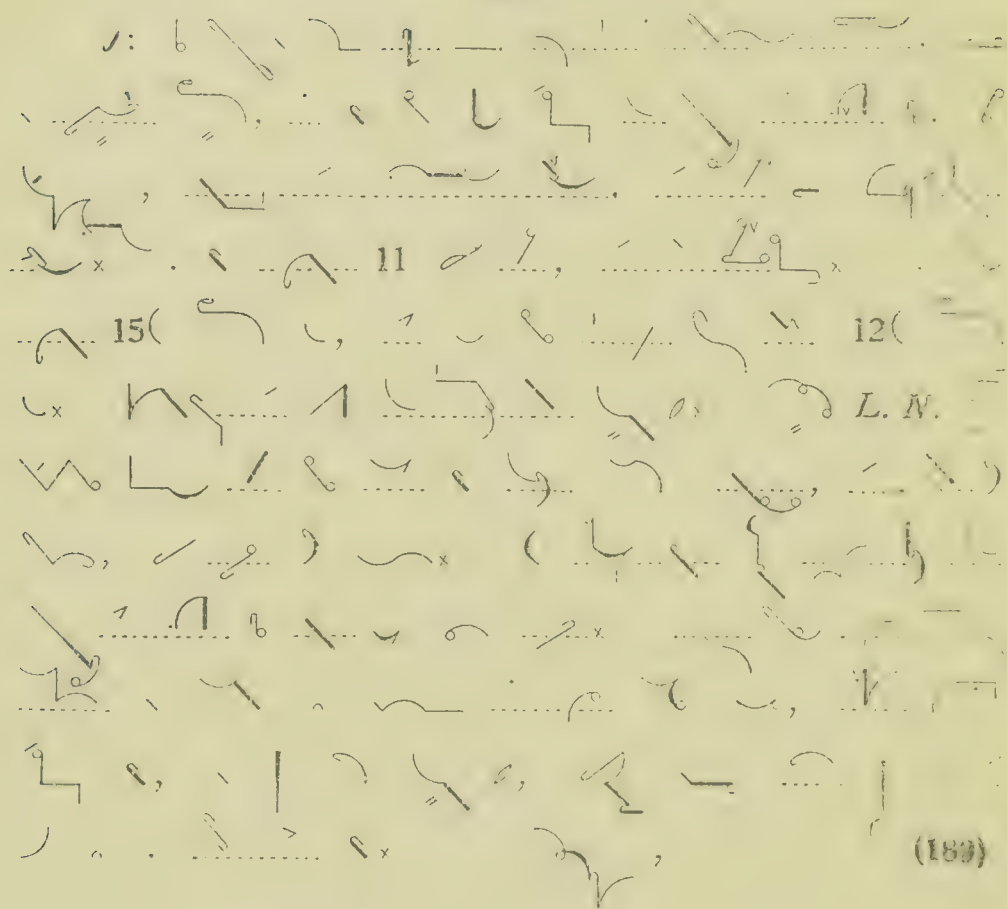
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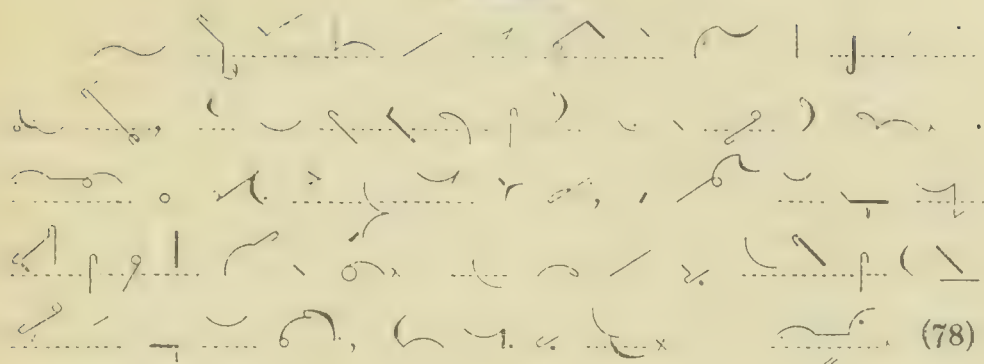
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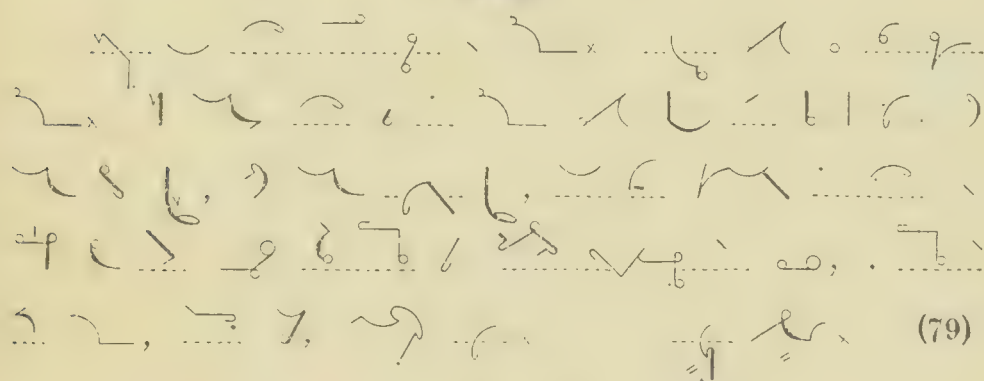
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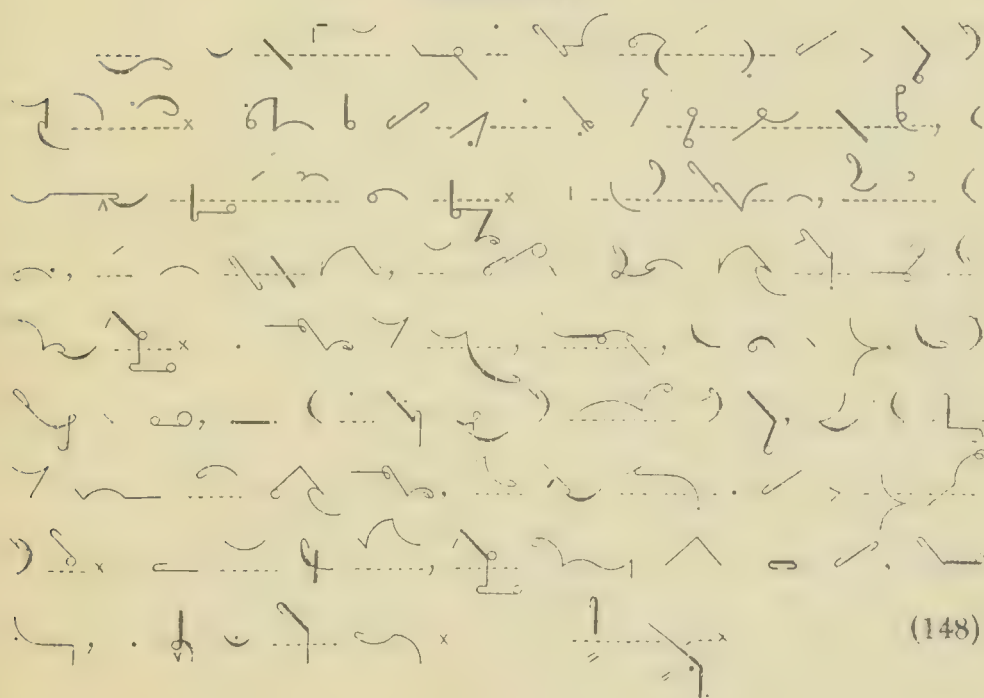
Freedom



Work



Obstacles



Hydro-Electric Power

Handwriting practice page for Arabic script, page 182. The page contains ten rows of cursive letters and symbols, each row starting with a dotted line for tracing. The letters are written in a fluid, connected style. The page is numbered (182) in the bottom right corner.

Municipal Government

Handwriting practice sheet for the letter 'r'. The page contains 12 rows of cursive 'r' characters. Each row starts with a number from 1 to 12. The first row is labeled 'r' and the last row is labeled 'x'. The characters are written in a consistent cursive style, showing various forms of the letter including ascenders, x-height, and descenders.

Banking

. f i y u w j o e u w v
 x l n u w e l r v l L
 l f e . s l y u w v l r v l
 v g . n u h e r . f u e
 f u w v l v v v f e l
 u l u u , } u , (r g i o
 ~ x e , . l v l u u v o v r v
 u u u u u u u u u u
 v , v f l u v v v v v v
 60 b l u v v v v v v v
 u g u u u u u u u u
 g v l u , b v v v u u u u
 u u u u u u u u u u

(210)

Concentration

. e t v b f y u w v l r v
 . v b , e o . v v v v v v
 10 b u , e . g , u e v v x u
 u l v v v v v v v v v v
 v v v v , l u v v v v v x
 v v v v v v v v v v v v
 v v v v v v v v v v v v
 v v v v v v v v v v v v
 " v v v v v v ; b v v v v x

(134)

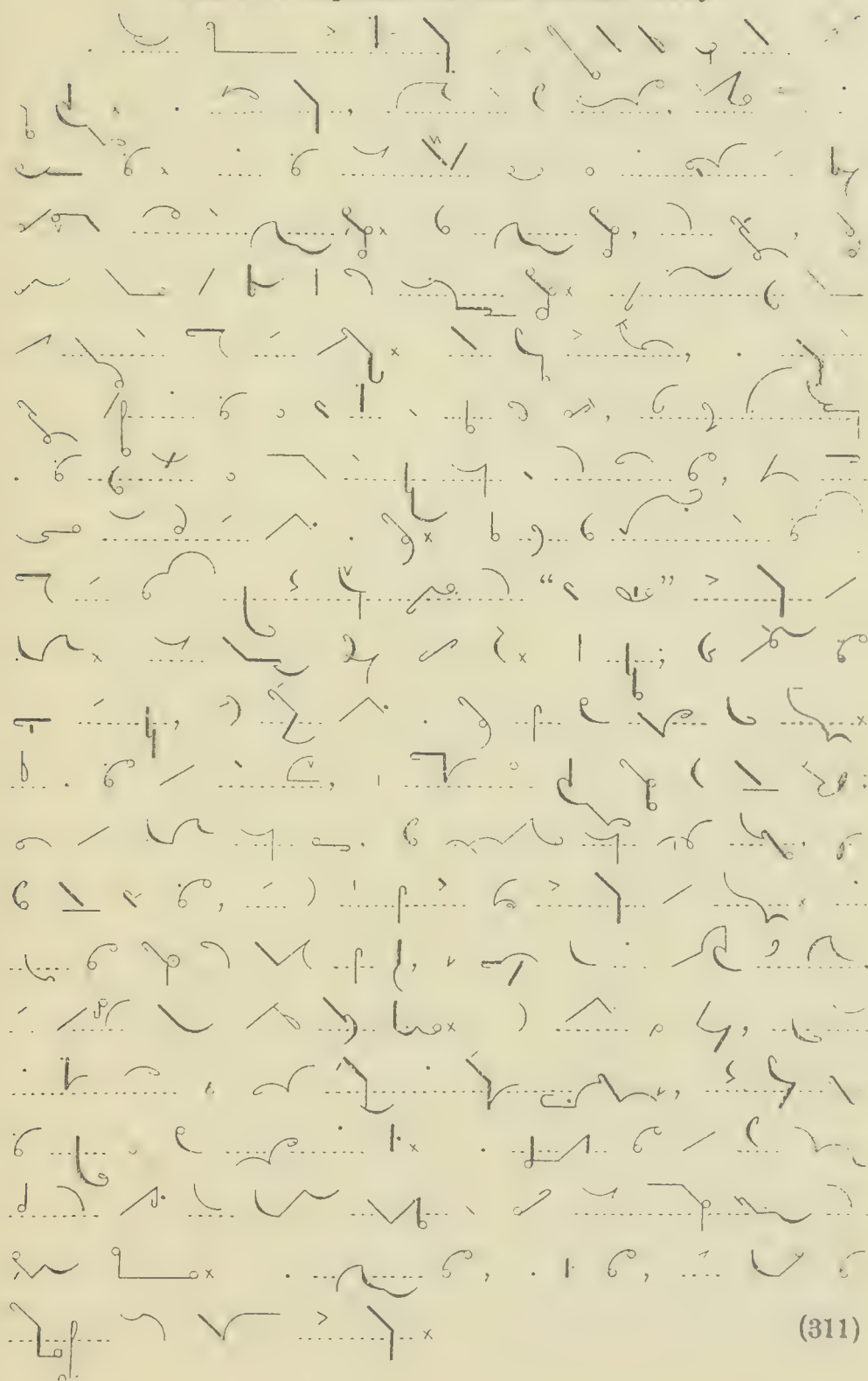
British Columbia

A handwriting practice sheet featuring cursive letters and numbers. The top section displays various forms of lowercase letters 'a' through 'z' and digits '0' through '9'. Below this, there are several rows of dashed lines for tracing practice. At the bottom right corner, the number '(178)' is printed.

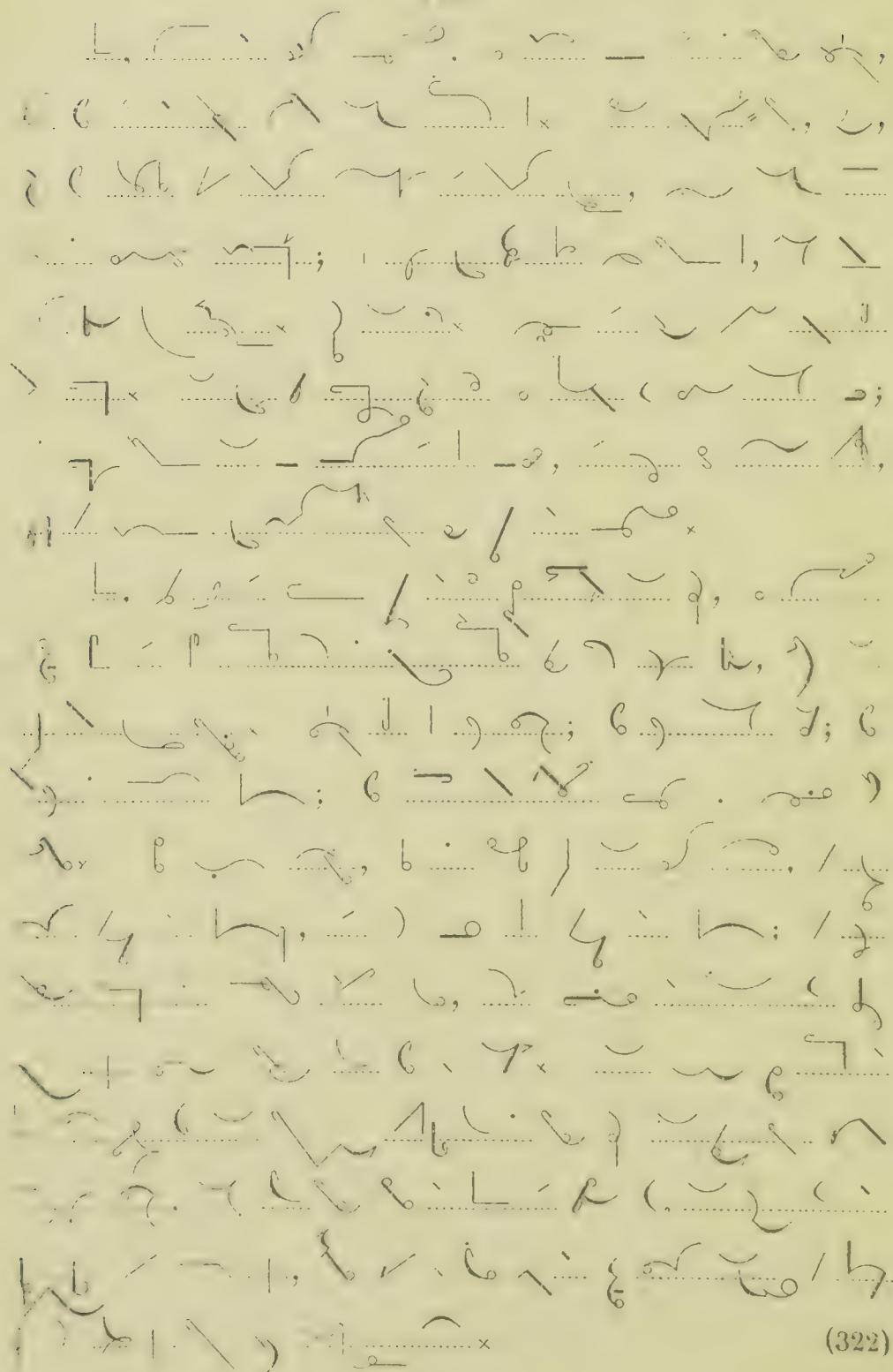
Advertising

Handwritten cursive script on lined paper, showing various letters and symbols. The page is numbered (166) in the bottom right corner.

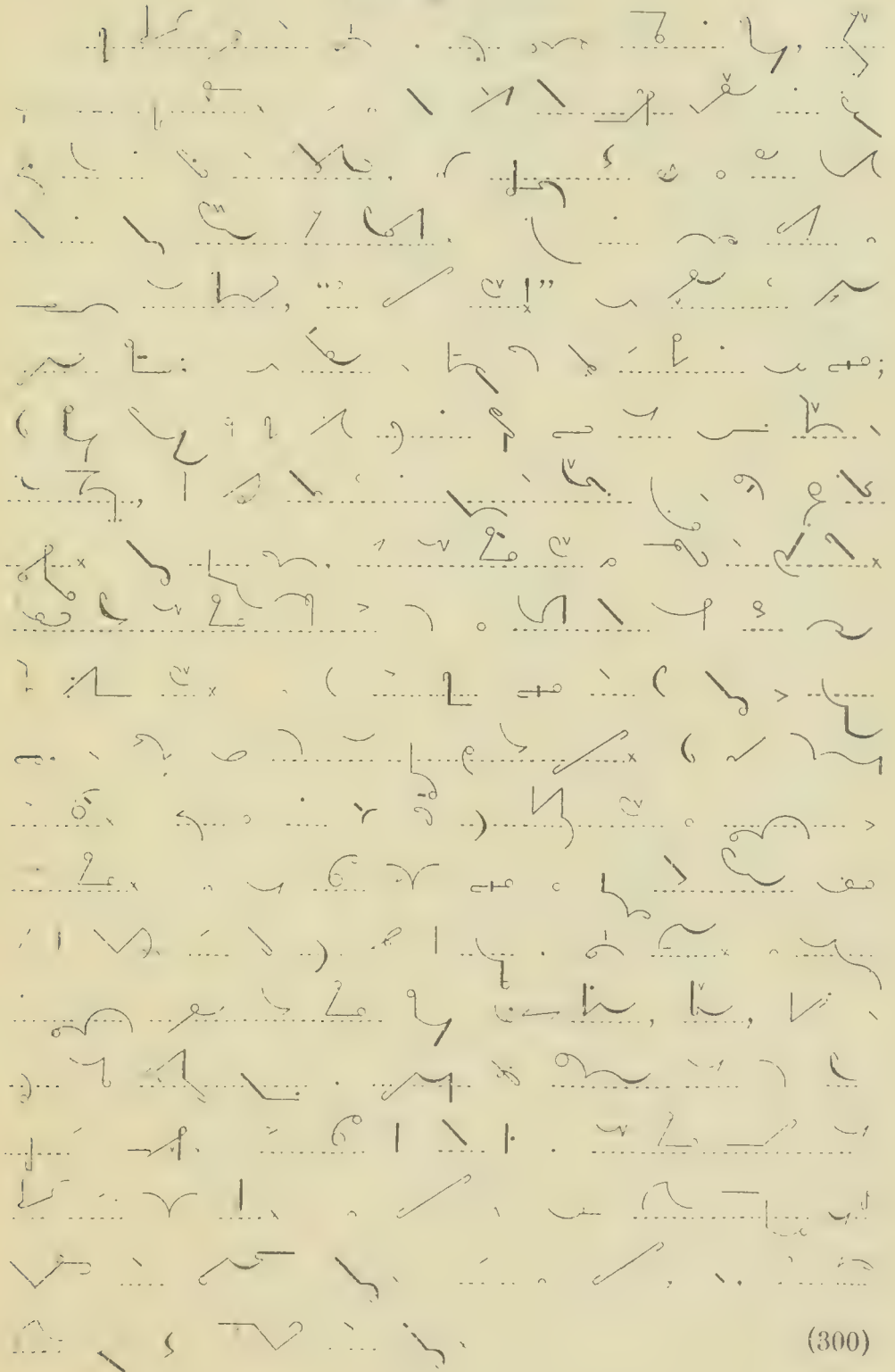
The Development of the Human Body



Tact



The Night Hawk

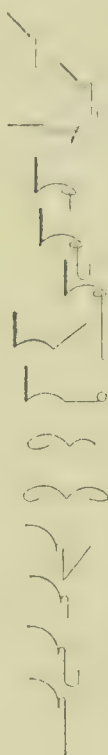


ADDITIONAL CONTRACTIONS

ARRANGED ALPHABETICALLY

A

abstraction
abstractive
acknowledged
administrate
administration
administrative
administrator
administratrix
amalgamate
amalgamation
arbitrary
arbitrate
arbitration
arbitrator



enlarger
enthusiastic-ism
exchange-d
executor
executrix
expediency
everything



F

falsification
familiarization
familiarize



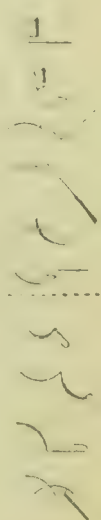
H

howsoever



I

identical
identification
imperturbable
improbable-ly-ility
inconvenience-t-ly
incorporated
independent-ly-ce
investigation
irrecoverable-ly
irremovable-ly



B

bankruptcy



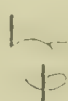
C

cross-examination
cross-examine-d



D

democracy-atic
denomination-al



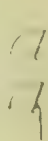
E







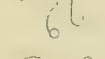

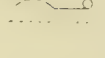







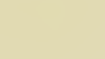












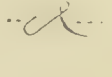


England
English

























































L



















































legislative
legislature
















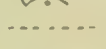









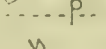

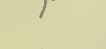

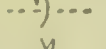









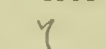















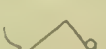

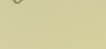































M			
marconigram		reproduction	
mathematical-ly		respectful	
mathematician		respective	
mathematics		respectively	
maximum			
mechanical-ly		S	
metropolitan		sympathetic	
misfortune			
minimum		T	
ministration		telegraphic	
mortgage-d		telegram	
N		U	
negligence		universal	
		universality	
		universe	
O		university	
organizer		unprincipled	
P		W	
prospectus		whensoever	
publisher		whereinsoever	
		wheresoever	
R		whithersoever	
recoverable			
removable			
































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

























































	able to give		at all events
	able to make		at all times
	above named		at any rate
	additional cost		at first cost
	additional expense		at once
	again and again		at some time
	all over the world		at the present day
	all parts of the world		at the present time
	always has been		at the same time
	and if you should be		at your early
	and the contrary		convenience
	any longer than		Bank of Montreal
	Articles of Association		before him
	as a general rule		before there is
	as a matter of course		best class
	as a matter of fact		best of my ability
	as a matter of form		best of our ability
	as a rule		best of their ability
	as far as possible		best of your ability
	as it were		best wishes
	as much as possible		between them
	as soon as		bill of lading
	as soon as convenient		board of directors
	as we can		Board of Education
	as we have		Board of Railway
	as we think		Commissioners
	as well as		brought forward






























	by return mail		depend upon it
	by the way		difference of opinion
	Canadian Bank of Commerce		director's report
	Canadian Bankers' Association		District Attorney
	Canadian Customs Duties		each of which
	Canadian National Express		early consideration
	Canadian National Railways		early convenience
	Canadian Pacific Express Company		early reply
	Canadian Pacific Railway		east and west
	careful attention		facts of the case
	Chamber of Commerce		faithfully yours
	City Council		faster and faster
	Commission Govern- ment		Federal Government
	Council of the City of		fire insurance
	counsel for the defence		first class
	counsel for the plaintiff		for he was
	Court of Appeals		for he would not
	Court of Claims		for some time
	Dear Sir		for the first time
	deeper and deeper		for the purpose of
	deliver immediately		for the sake of
			free on board (f.o.b.)
			from first to last
			from time to time
			full particulars
			general manager
			Grand Trunk Railway
			has been received
			having regard to






























 he is the	 I have received
 House of Commons	 I have the
 Houses of Parliament	 I have to inform you
 how can there be	 I hope there will be
 how can they	 I hope you will
 I am	 I hope you will not
 I am directed to state	 I know there is
 I am in receipt of your	 I may
 letter	 I may be
 I am instructed to	 I regard
 state	 I regret
 I am not	 I regret to say
 I am requested to	 I regret to state
 state	 I say
 I am sorry	 I see
 I am surprised	 I shall arrange
 I am very sorry	 I shall be compelled
 I ask attention	 I shall be pleased
 I can	 I shall be there
 I can assure you	 I thank you
 I do not <i>or</i> I had not	 I think
 I do not understand	 I think the
 I did not	 I think you should be
 I expect to receive	 I trust you will not
 I have	 I will
 I have been	 I will be
 I have been informed	 if it
 I have concluded	 if it is
 I have had	 if it were possible

 if you should be
 in a few days
 in a great measure
 in accordance with
 in accordance with the
 in connection with the
 in consequence of
 in like manner
 in order
 in order that
 in order to
 in order to know
 in other words
 in reference to
 in regard to
 in relation to
 in reply
 in such a manner as
 in the Assembly
 in the first instance
 in the first place
 in the second place
 in this city
 in this statement
 in which it is
 Insurance Co.
 into effect
 is it worth while
 it appears to have been

 it can only be
 it is said
 it is the
 it must be
 it must have been
 it would be
 just possible
 just received
 large number of 
 last month
 last time
 last week
 last year
 less and less 
 life assurance
 medical association
 medical authorities
 merchants' association
 Minister of Labour
 Monday morning
 more and more
 more or less
 my attention has been
 called
 necessary consequence
 of
 needless to say
 New York City
 next time

	next week		rather than
	no longer than		referring to our invoice
	north and south		referring to our letter
	on either hand		referring to your letter
	on either side		referring to yours
	on the contrary		respectfully yours
	on the one hand		Royal Trust Co.
	on the other hand		satisfactory conclusion
	one or two		Secretary of State
	out of the question		Secretary of the
	over and over again		Treasury
	Party Leader		Senate Chamber
	passenger train		shall be taken into
	peculiar circumstances		consideration
	please forward		shipping department
	please inform us		side by side
	please let me know		six or seven
	please let us know		some time ago
	please make arrange-		sooner or later
	ments		special rates
	please note		state of affairs
	please quote us		state of business
	postal order		statement of account
	Postmaster-General		take-n into considera-
	Prime Minister		tion
	Provincial Government		tax payers
	quite as well		telegraph office
	quite correct		they were
	rate of interest		this month

 this week
 three or four
 to go
 to him
 to the contrary
 towards one another
 traders' association
 Tuesday afternoon
 two or three
 under the circum-
 stances
 up-to-date
 U.S. Customs Duties
 unsatisfactory conclu-
 sion
 very truly yours
 vice versa
 we are in a position
 we beg to quote you
 we know there is not
 we think there is
 we were
 Wednesday evening
 what can be
 what do you
 what is the matter
 with them
 what may be
 when the

 when they
 whether or not
 why do you
 why have you
 with each
 with much
 with reference to
 with regard to
 with relation to
 with respect to
 with the
 with which
 worth while
 yesterday afternoon
 you are not
 you can
 you may
 you may as well
 you may be
 you may not
 you must receive
 you should be
 you were not
 you will
 you will be
 you will not
 your reply
 yours respectfully
 yours truly

GRAMMALOGS. Arranged Phonetically

(Numbers refer to the position of the outline)

CONSONANTS

/	3 put	/	1 large
/ /	2 special-ly, 3 speak	/	1 larger
/ / /	3 principle, principal-ly	/	1 largely
/ / /	3 people	/	2 general-ly
/ / /	1 surprise	/	2 generalization
/ / /	1 surprised	/	2 justification
/ / /	1 particular, 2 oppor-	/	1 gentleman, 2 gentlemen
/ / /	2 spirit [tunity	—	1 can, 2 come
/ /	2 be, 3 to be	—	1 because
/ /	2 subject-ed	/	2 care
/ /	2 subjective	/	1 accord-ing, 2 cared
/ /	2 subjection	/	1 call, 2 equal-ly
/ /	1 liberty, 2 member,	/	1 called, 2 equalled, cold
/ /	remember-ed,	/	2 school
/ /	3 number-ed	/	2 schooled
/ /	3 belief, believe-d	—	1 quite, 2 could
/ /	1 behalf	/	1 cannot
/ /	2 been	/	1 inscribe-d
/ /	1 balance	/	1 inscription
/ /	2 build-ing	—	
—		—	
/	2 it	/	1 go, 2 give-n
/	3 itself	/	1 signify-ied-ificant
/	2 truth	/	1 significance
/	1 tried, 2 toward, trade	/	1 signification
/	2 tell, 3 till	/	1 guard, 2 great
/	2 told	/	2 gold
/	2 circumstance	—	
/	2 satisfaction	/	1 for
/	2 instructive	/	2 from
/	2 instruction	—	
—		—	
/	1 had, dollar, 2 do, 3 dif-	/	2 have
/	ferent-ence	/	2 several
/	1 Dr., 2 dear, 3 during	/	1 over, 3 however
/	2 deliver-ed-y	/	1 valuation
/	2 deliverance	/	2 very
/	1 advantage, 3 difficult	—	
—		—	
/	1 much, 2 which	(1 thank-ed, 2 think
)	2 third

(1 though, 2 them	⤿ 1 important-ance,
6 1 those, thyself, 2 this,	2 improve-d-ment
3 thus	⤿ 1 impossible
6 2 themselves	_____
) 2 there, their	⤿ 1 in, any, 3 own
6 3 within	⤿ 1 influence
6 2 southern	⤿ 1 influenced, 2 next
(1 that, 2 without	⤿ 1 nor, 2 near
) 3 therefore	⤿ 2 opinion
_____	⤿ 1 northern
o 1 has, as, 2 his, is	⤿ 1 information
o 2 first	⤿ 1 hand, 2 under
_____	⤿ 1 sent
) 2 was, 3 whose	_____
⤿ 2 shall, shalt, 3 wish	⤿ 1 language, owing,
⤿ 2 wished	2 thing, 3 young
⤿ 2 selfish-ness	_____
⤿ 3 sure	⤿ 2 your, 3 year
⤿ 1 short	⤿ 1 yard, 2 word
_____	⤿ 2 are, 3 our, hour
⤿ 2 usual-ly	⤿ 3 ourselves
⤿ 2 pleasure	⤿ 2 rather, writer
_____	_____
⤿ 1 me, 2 him	⤿ 2 we
⤿ 1 myself, 2 himself	⤿ 2 whether
⤿ 1 most	⤿ 2 wonderful-ly
⤿ 1 more, remark-ed,	
2 Mr., mere	

VOWELS

DOTS. ˙ a, an, ˙ the ; ˙ ah ! ˙ aye, eh ?

DASHES. ˘ of, ˘ to ; ˘ all, ˘ two, too ; ˘ on, ˘ but ;
 ˘ O, oh ! owe, ˘ he ; ˘ and, ˘ should ;
 ˘ awe, ought, aught ; ˘ who.

DIPHTHONGS

ˆ how ; ˆ with, ˆ when ; ˆ what, ˆ would ;
 ˆ beyond, ˆ you, ˆ why.

GRAMMALOGS AND CONTRACTIONS

Arranged in the order in which they are given in the preceding pages.

CHAPTER I. $\dot{_}$ a *or* an, $\dot{_}$ ah! \cdot the, \cdot aye *or* eh? \backslash all, \backslash too *or* two, \backslash of, \backslash to, $\dot{_}$ on, \cdot but.

CHAPTER II. \swarrow (down) awe, ought, *or* aught, \swarrow (down) who, $\dot{_}$ (up) and, \swarrow (up) should, \backslash put, \backslash be, \backslash to be, $\dot{_}$ it.

CHAPTER III. $\dot{_}$ had, $\dot{_}$ do, $\dot{_}$ different *or* difference. $\dot{_}$ much, $\dot{_}$ which, $\dot{_}$ large, $\dot{_}$ can, $\dot{_}$ come, $\dot{_}$ go, $\dot{_}$ give *or* given.

CHAPTER IV. \backslash for, \backslash have, $\dot{_}$ thank-ed, $\dot{_}$ think, $\dot{_}$ though, $\dot{_}$ them.

CHAPTER V. \wedge how, $\dot{_}$ why, $\dot{_}$ beyond, \wedge you, $\dot{_}$ with, $\dot{_}$ when, $\dot{_}$ what, $\dot{_}$ would, $\dot{_}$ owe, $\dot{_}$ O! *or* Oh! $\dot{_}$ he, $\dot{_}$ was, $\dot{_}$ whose, $\dot{_}$ shall, $\dot{_}$ wish, $\dot{_}$ usual-ly.

CHAPTER VI. $\dot{_}$ as *or* has, $\dot{_}$ is *or* his, $\dot{_}$ because, $\dot{_}$ itself, $\dot{_}$ those *or* thyself, $\dot{_}$ this, $\dot{_}$ thus, $\dot{_}$ myself, $\dot{_}$ himself, $\dot{_}$ me, $\dot{_}$ him, $\dot{_}$ are, $\dot{_}$ our *or* hour, $\dot{_}$ we, $\dot{_}$ in *or* any, $\dot{_}$ own, $\dot{_}$ your, $\dot{_}$ year.

CHAPTER VII. $\dot{_}$ first, $\dot{_}$ most, $\dot{_}$ influence, $\dot{_}$ influenced, $\dot{_}$ next.

CHAPTER VIII. $\dot{_}$ themselves, $\dot{_}$ ourselves, $\dot{_}$ special-ly, $\dot{_}$ speak, $\dot{_}$ several.

CHAPTER IX. \sim language *or* owing, \sim thing, \sim young,
 \sim anything, \sim nothing, \sim something.

CHAPTER X. \searrow people, \searrow belief *or* believe-d, \uparrow tell,
 \uparrow till, \uparrow deliver-ed-y, \sim call, \sim equal-ly, \uparrow doctor, Dr.,
 \uparrow dear, \neg during.

CHAPTER XI. \sim over, \searrow however, \searrow valuation, \sim more
or remark-ed, \searrow remarkable-ly, \sim mere *or* Mr., \sim nor,
 \sim near.

CHAPTER XII. \sim from, \sim very, $\}$ therefore, $\}$ their
or there, \searrow principle *or* principal-ly, \searrow liberty, \searrow member
or remember-ed, \searrow number-ed.

CHAPTER XIII. \uparrow truth, \uparrow larger, \uparrow largely, \sim care,
 \sim sure, \searrow pleasure, \searrow surprise, \searrow surprised.

CHAPTER XIV. \searrow been, \uparrow general-ly, \searrow within,
 \searrow southern, \sim northern.

CHAPTER XV. \searrow behalf, \uparrow advantage, \uparrow difficult,
 \uparrow difficulty, \sim opinion, \sim altogether, \sim together,
 \searrow insurance.

CHAPTER XVI. \sim neglect-ed, \searrow subject-ed, \sim signify-
ied-ficant, \sim significance, \searrow signification, \searrow subscribe-d,
 \searrow subscription, \searrow balance, \uparrow deliverance, \uparrow dollar,
 \searrow knowledge, \searrow acknowledge.

CHAPTER XVII. \frown important-ance, \smile improve-d-ment,
 \frown impossible, whether, \searrow questionable-ly, \nearrow yesterday,
 \swarrow January, \searrow February, \swarrow November.

CHAPTER XVIII. \searrow subjective, \lvert = defective,
 --- executive.

CHAPTER XIX. \searrow subjection, \smile uniform-ity-ly,
 --- unanimity-ous-ly.













CHAPTER XX. --- regular, --- irregular, \searrow public-sh-ed,
 \searrow publication, \swarrow republic, \searrow republican,
 \nearrow represent-ed, \swarrow representation, \swarrow representative,
 \searrow responsible-ility, \searrow irresponsible-ility.










CHAPTER XXI. --- quite, --- could, --- accord-ing *or* ac-
 cording to, --- cared, --- guard, --- great, --- called,
 --- cold *or* equalled, --- gold, --- cannot, \nearrow gentleman,
 \nearrow gentlemen, \searrow particular, \searrow opportunity.










CHAPTER XXII. \searrow building, \nearrow told, --- tried, --- toward
or trade, --- that, --- without, --- third, --- sent, --- short,
 \nearrow wished.




















CHAPTER XXIII. \searrow spirit, --- hand, --- under, \searrow yard,
 \searrow word, \swarrow wonderful-ly.























CHAPTER XXIV. \searrow school, \searrow schooled, --- commercial-ly,
 \searrow financial-ly, \searrow especial-ly, --- influential-ly,
 \searrow substantial-ly, \nearrow circumstance, --- circumstantial,
 --- immediate, \searrow prejudice-d-cial.

CHAPTER XXV.  whenever,  whatever,  rather
 or writer,  perform-ed,  performer,  per-
 formance,  reform-ed,  reformer,  inform-ed,
 informer,  information,  thankful.

CHAPTER XXVI.  proficient-cy-ly,  deficient-cy-ly,
 efficient-cy-ly,  sufficient-cy-ly,  electric,  elec-
 trical,  electricity,  inconsiderate,  selfish-ness.

CHAPTER XXVII.  never,  nevertheless,  notwith-
 standing,  enlarge,  probable-ly-ility,  practise-d,
 practicable,  satisfaction,  satisfactory.

CHAPTER XXVIII.  character,  characteristic,
 description,  justification,  generalization,  organ-
 ize-d,  organization,  extinguish-ed,  distinguish-ed,
 relinquish-ed,  govern-ed,  government,
 magnetic-ism,  capable,  appointment,  in-
 scribe-d,  inscription,  instructive,  instruction.

CHAPTER XXIX.  discharge-d,  expenditure,  ex-
 pensive,  manufacture-d,  manufacturer,  in-
 telligent-ly,  intelligence,  intelligible-ly,  advertise-d-
 ment,  individual-ly,  investment,  interest,
 certificate,  familiar-ity,  preliminary,  indis-
 pensable-ly,  sensible-ly-ility,  peculiar-ity,  per-
 pendicular,  proportion-ed,  proportionate-ly,
 establish-ed-ment.

GRAMMALOGS

(IN THE TEXT)

ARRANGED ALPHABETICALLY

The number given before each word indicates the number of the Chapter in which the word occurs.

A			C		
1	a	22	building	8
21	accord	1	but	1
21	according			
15	advantage			
1	ah !	10	call
1	all	21	called
1	an	3	can
2	and	21	cannot
6	any	13	care
6	are	21	cared
6	as	24	circumstance
2	aught	21	cold
2	awe	3	come
1	aye	21	could
B			D		
16	balance	10	dear
2	be	10	deliver
6	because	16	deliverance
14	been	10	delivered
15	behalf	10	delivery
10	belief	3	difference
10	believe	3	different
10	believed	15	difficult
5	beyond	3	do
22	build			

10 doctor, Dr 1
16 dollar 1
10 during 1

E

1 eh ? .
10 equal 1
21 equalled 1
10 equally 1

F

7 first 1
4 for 1
12 from 1

G

14 general 1
28 generalization 1
14 generally 1
21 gentleman 1
21 gentlemen 1
3 give 1
3 given 1
3 go 1
21 gold 1
21 great 1
21 guard 1

H

3 had 1
23 hand 1
6 has 1
4 have 1
5 he .
6 him 1
6 himself 1
6 his 1
6 hour 1
5 how 1
11 however 1

I

17 importance 1
17 important 1
17 impossible 1
17 improve 1
17 improved 1
17 improvement 1
6 in 1
7 influence 1
7 influenced 1
25 information 1
28 inscribe 1
28 inscribed 1
28 inscription 1
28 instruction 1
28 instructive 1
6 is 1

2	it		1	on	⋮
6	itself	⋮	15	opinion	⋮
	J		21	opportunity	⋮
28	justification	⋮	2	ought	⋮
	L		6	our	⋮
9	language	⋮	8	ourselves	⋮
3	large	⋮	11	over	⋮
13	largely	⋮	5	owe	⋮
13	larger	⋮	9	owing	⋮
12	liberty	⋮	6	own	⋮
	M			P	
6	me	⋮	21	particular	⋮
12	member	⋮	10	people	⋮
11	mere	⋮	13	pleasure	⋮
11	more	⋮	12	principal	⋮
7	most	⋮	12	principally	⋮
11	Mr.	⋮	12	principle	⋮
3	much	⋮	2	put	⋮
6	myself	⋮		Q	
	N		21	quite	⋮
11	near	⋮		R	
7	next	⋮	25	rather	⋮
11	nor	⋮	11	remark	⋮
14	northern	⋮	11	remarked	⋮
12	number	⋮	12	remember	⋮
12	numbered	⋮	12	remembered	⋮
	O			S	
5	O!	⋮	27	satisfaction	⋮
1	of	⋮	24	school	⋮
5	oh!	⋮	24	schooled	⋮

26	selfish	9
26	selfishness	9
22	sent
8	several	9
5	shall	9
5	shalt	9
22	short
2	should	9
16	significance
16	significant
16	signification
16	signify
16	signified
14	southern	9
8	speak
8	special	9
8	specially	9
23	spirit	9
16	subject	9
16	subjected	9
19	subjection	9
18	subjective	9
13	sure
13	surprise
13	surprised

T


10	tell	9
4	thank
4	thanked

22	that
1	the	.
12	their	9
4	them	(
8	themselves	6
12	there	9
12	therefore)
9	thing)
4	think	(
22	third	9
6	this	6
6	those	6
4	though
6	thus
6	thyself	6
10	till
1	to	9
2	to be
22	told	9
1	too	9
22	toward	9
22	trade	9
22	tried
13	truth	9
1	two	9













U

23	under	9
5	usual	9
5	usually	9





V

11 valuation 12 very 

W

5 was 6 we 5 what 5 when 17 whether 3 which 2 who 5 whose 5 why 5 wish 22 wished 5 with 14 within 22 without 23 wonderful 23 wonderfully 23 word 5 would 25 writer 

Y

23 yard 6 year 5 you 9 young 6 your 










CONTRACTIONS

(IN THE TEXT)









ARRANGED ALPHABETICALLY

The number given before each word indicates the Chapter in which the word occurs.







A









30	abandonment	
16	acknowledge	
29	advertise-d-ment	
15	altogether	
9	anything	
28	appointment	
30	architect-ure-al	
30	assignment	
30	attainment	

C


















28	capable	
29	certificate	
28	character	
28	characteristic	
24	circumstantial	
24	commercial-ly	
30	contentment	
30	contingency	

D

30	danger	
30	dangerous	
18	defective	
26	deficient-ly-cy	
30	demonstrate	
30	demonstration	

28	description	
30	destruction	
30	destructive	
30	destructively	
15	difficulty	
29	discharge-d	
30	disorganize	
28	distinguish-ed	

E

26	efficient-ly-cy	
26	electric	
26	electrical	
26	electricity	
30	emergency	
27	enlarge	
30	enlargement	
30	enlightenment	
30	entertainment	
24	especial-ly	
29	establish-ed-ment	
18	executive	
30	exigency	
30	expect-ed	
29	expenditure	
29	expensive	
28	extinguish-ed	

F

29 familiar-ity

17 February

24 financial-ly

G

28 govern-ed

28 government

H

30 henceforward

I

24 immediate

30 imperfect-ion-ly

26 inconsiderate

29 indispensable-ly

29 individual-ly

24 influential-ly

25 inform-ed

25 informer

30 inspect-ed-ion

15 insurance

29 intelligence

29 intelligent-ly

29 intelligible-ly

29 interest

30 introduction

29 investment

20 irregular

30 irrespective

30 irrespectively

20 irresponsible-ility

J

17 January

30 jurisdiction

K

16 knowledge

M

28 magnetic-ism

29 manufacture-d

29 manufacturer

30 manuscript

30 messenger

30 ministry

30 monstrous

N

16 neglect-ed

27 never

27 nevertheless

9 nothing

27 notwithstanding







17 November

O
























30 object-ed



30 objection

30 objectionable

30 objective 
 30 obstruction 
 30 obstructive 
 30 oneself 
 28 organization 
 28 organize-d 

P


















30 passenger 
 29 peculiar-ity 
 25 perform-ed 
 25 performance 
 25 performer 
 29 perpendicular 
 30 perspective 
 27 practicable 
 27 practice 
 27 practise-d 
 24 prejudice-d-ial-ly 
 29 preliminary 
 27 probable-ly-ility 
 30 production 
 30 productive 
 26 proficient-ly-cy 
 30 project-ed 
 29 proportion-ed 
 29 proportionate-ly 
 30 prospect 
 30 prospective 
 20 public 
 20 publication 

30 publicly 
 20 publish-ed 






Q

17 questionable-ly 

R

25 reform-ed 
 25 reformer 
 20 regular 
 28 relinquish-ed 
 11 remarkable-ly 
 30 remonstrance 
 30 remonstrate 
 20 represent-ed 
 20 representation 
 20 representative 
 20 republic 
 20 republican 
 30 respect-ed 
 20 responsible-ility 
 30 retrospect 
 30 retrospection 
 30 retrospective 

S

27 satisfactory 
 29 sensible-ly-ility 
 9 something 
 30 stranger 
 30 stringency 

16 subscribe-d

16 subscription

24 substantial-ly

26 sufficient-ly-cy

30 suspect-ed

T

25 thankful

30 thenceforward

15 together

U

19 unanimity

19 unanimous-ly

19 uniform-ity-ly

W

25 whatever























































25 whenever











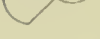

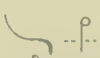


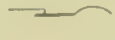
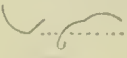



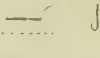

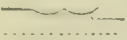
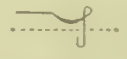












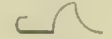


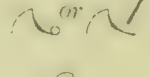
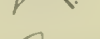




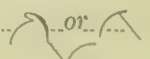









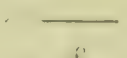


Y

17 yesterday




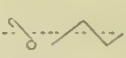
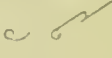


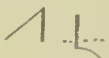




















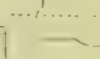



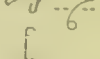



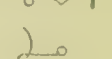









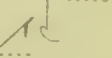




CITIES AND TOWNS OF CANADA










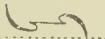

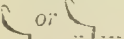











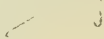
Arranged alphabetically

Amherst (N. S.)		Carleton Place (Ont.)	
Antigonish (N. S.)		Charlottetown (P.E.I.)	
Arnprior (Ont.)		Chatham (Ont.)	
Aurora (Ont.)		Chicoutimi (Que.)	
Aylmer (Ont.)		Chilliwack (B. C.)	
Bagotville (Que.)		Clinton (Ont.)	
Barrie (Ont.)		Coaticook (Que.)	
Bathurst (N. B.)		Cobalt (Ont.)	
Beauharnois (Que.)		Cobourg (Ont.)	
Belleville (Ont.)		Cochrane (Ont.)	
Bowmanville (Ont.)		Collingwood (Ont.)	
Bracebridge (Ont.)		Coppercliff (Ont.)	
Brampton (Ont.)		Cornwall (Ont.)	
Brandon (Man.)		Cranbrook (B. C.)	
Brantford (Ont.)		Cumberland (B. C.)	
Bridgeburg (Ont.)		Dalhousie (N. B.)	
Bridgewater (N. S.)		Dartmouth (N. S.)	
Bromptonville (Que.)		Dauphin (Man.)	
Buckingham (Que.)		Dawson (Yukon)	
Burlington (Ont.)		Digby (N. S.)	
Calgary (Alta.)		Dominion (N. S.)	
Campbellford (Ont.)		Drumheller (Alta.)	
Campbellton (N. B.)		Drummondville	
Camrose (Alta.)		(Que.)	
Cap de la Madeleine		Duncan (B. C.)	
(Que.)		Dundas (Ont.)	
Carman (Man.)		Dunnville (Ont.)	

Eastview (Ont.)		Ingersoll (Ont.)	
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Edmundston (N. B.)		Joliette (Que.)	
Estevan (Sask.)		Jonquiere (Que.)	
Farnham (Que.)		Kamloops (B. C.)	
Fernie (B. C.)		Kamsack (Sask.)	
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Fort William (Ont.)		Kenora (Ont.)	
Fredericton (N. B.)		Kentville (N. S.)	
Galt (Ont.)		Kincardine (Ont.)	
Ganonoque (Ont.)		Kingston (Ont.)	
Georgetown (Ont.)		Kitchener (Ont.)	
Glace Bay (N. S.)		Lachine (Que.)	
Goderich (Ont.)		Ladysmith (B. C.)	
Granby (Que.)		La-Tuque (Que.)	
Grand Falls (N. B.)		Lauzon (Que.)	
Grand Forks (B. C.)		Leamington (Ont.)	
Grandmere (Que.)		Lethbridge (Alta.)	
Guelph (Ont.)		Levis (Que.)	
Haileybury (Ont.)		Lindsay (Ont.)	
Halifax (N. S.)		Listowel (Ont.)	
Hamilton (Ont.)		Liverpool (N. S.)	
Hanover (Ont.)		London (Ont.)	
Hawkesbury (Ont.)		Longueuil (Que.)	
Hespeler (Ont.)		Lunenburg (N. S.)	
Hull (Que.)		Macleod (Alta.)	
Humboldt (Sask.)		Magog (Que.)	
Huntsville (Ont.)		Marysville (N. B.)	


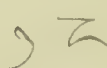






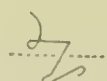
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Medicine Hat (Alta.)		(Sask.)	
Megantic (Que.)		North Bay (Ont.)	
Melfort (Sask.)		Oakville (Ont.)	
Melville (Sask.)		Orangeville (Ont.)	
Merriton (Ont.)		Oshawa (Ont.)	
Midland (Ont.)		Ottawa (Ont.)	
Milltown (N. B.)		Outremont (Que.)	
Mimico (Ont.)		Owen Sound (Ont.)	
Minnedosa (Man.)		Paris (Ont.)	
Moncton (N. B.)		Parry Sound (Ont.)	
Montmagny		Parsboro (N. S.)	
(Que.)		Pembroke (Ont.)	
Montreal (Que.)		Penetanguishene	
Moose Jaw (Sask.)		(Ont.)	
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Napanee (Ont.)		Peterboro' (Ont.)	
Neepawa (Man.)		Petrolia (Ont.)	
Nelson (B. C.)		Picton (Ont.)	
New Glasgow (N. S.)		Pictou (N. S.)	
New Liskeard (Ont.)		Ponoka (Alta.)	
New Waterford		Port Arthur	
(N. S.)		(Ont.)	
New Westminster		Port Colborne (Ont.)	
(B. C.)		Port Hope (Ont.)	
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Niagara Falls (Ont.)		Prescott (Ont.)	
Nicolet (Que.)		Preston (Ont.)	

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Prince George (B. C.)		St. Catharines (Ont.)	
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Quebec (Que.)		St. Hyacinthe (Que.)	
Red Deer (Alta.)		St. Jean (Que.)	
Regina (Sask.)		St. Jerome (Que.)	
Renfrew (Ont.)		St. John (N. B.)	
Revelstoke (B. C.)		St. Mary's (Ont.)	
Richmond (Que.)		St. Stephen (N. B.)	
Rimouski (Que.)		St. Thomas (Ont.)	
Rivière du Loup (Que.)		Stellarton (N. S.)	
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Sandwich (Ont.)		Sturgeon Falls (Ont.)	
Sarnia (Ont.)		Sudbury (Ont.)	
Saskatoon (Sask.)		Summerside (P. E. I.)	
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

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Transcona (Man.)	 or 	Westmount (Que.)	
Trenton (Ont.)		Weston (Ont.)	
Truro (N. S.)		Westville (N. S.)	
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Vancouver (B. C.)		Weyburn (Sask.)	
Verdun (Que.)	 or 	Whitby (Ont.)	
Vernon (B. C.)		Windsor (Ont.)	
Victoria (B. C.)		Wingham (Ont.)	
Walkerton (B. C.)		Winnipeg (Man.)	
Walkerville (Ont.)		Wolfville (N. S.)	
Wallaceburg (Ont.)		Woodstock (Ont.)	
Waterloo (Ont.)		Yarmouth (N. S.)	
		Yorkton (Sask.)	

PROVINCES AND DISTRICTS OF CANADA

PROVINCES

Alberta (Alta.)	
British Columbia (B. C.)	
Manitoba (Man.)	
New Brunswick (N. B.)	
Nova Scotia (N. S.)	
Ontario (Ont.)	
Prince Edward Island (P. E. I.)	
Quebec (Que.)	
Saskatchewan (Sask.)	

DISTRICTS

Franklin		Keewatin	
Mackenzie		Ungava	
Yukon			

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